

Name

G. Briggs

Curriculum

Advisor

Office Location

Phone

E-Mail Address

# ForsythTech

EDUCATION THAT WORKS

COMMUNITY COLLEGE

2005 - 2006 Student Handbook





# Table of Contents

Mission .....	1
Statement of Values .....	1
Equal Opportunity Policy .....	1
Student Activity Fees .....	2
Point Me in the Right Direction .....	3-4
Campus Phone Extensions .....	5-6
Admissions .....	7
Academics .....	7-11
Tuition, Fees and Parking .....	13
Student Financial Services .....	13
Student Services and Support Programs .....	15-17
Student Code of Conduct and Responsibilities .....	17-25
Student Life .....	27
Constitution (Student Government Association) .....	29-31
Campus and Center Locations .....	33
Main Campus Map .....	34

All information in this publication is subject to change without notice.

[www.forsythtech.edu](http://www.forsythtech.edu)

## Mission

Forsyth Technical Community College is a comprehensive community college providing technical, transfer, adult basic education, corporate and continuing education programs, and support services that are innovative, flexible and responsive to student and community needs. The college offers lifelong learning opportunities and support for diverse learners through both traditional and alternative delivery systems. The college also supports economic growth and opportunity through work force development and community development through partnerships with public and private sectors. Graduates of Forsyth Tech are technically skilled, regionally and globally oriented, and prepared for lifelong learning and full civic participation.

## Statement of Values

The community of students, faculty and staff of Forsyth Technical Community College is committed to these values:

- We value our students, hold high expectations of them and are ceaselessly committed to helping them meet their goals.
- We are a learner-centered college providing a variety of quality learning opportunities tailored to student and community needs.
- We recognize the impact of ongoing technological change on the educational process and on the lives of our students and embrace this change in our college community.
- We are committed to building the community we serve to make it a better place to live.
- We value a work environment characterized by mutual respect and demand of ourselves the highest competence, trust and integrity.

## Equal Opportunity Policy

Forsyth Technical Community College is committed to the principle of equal opportunity. It is an Affirmative Action, Equal Opportunity, ADA, Section 504 institution and does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or political affiliation with regard to its students, employees or applicants for admission or employment.



# Your Forsyth Tech Campus

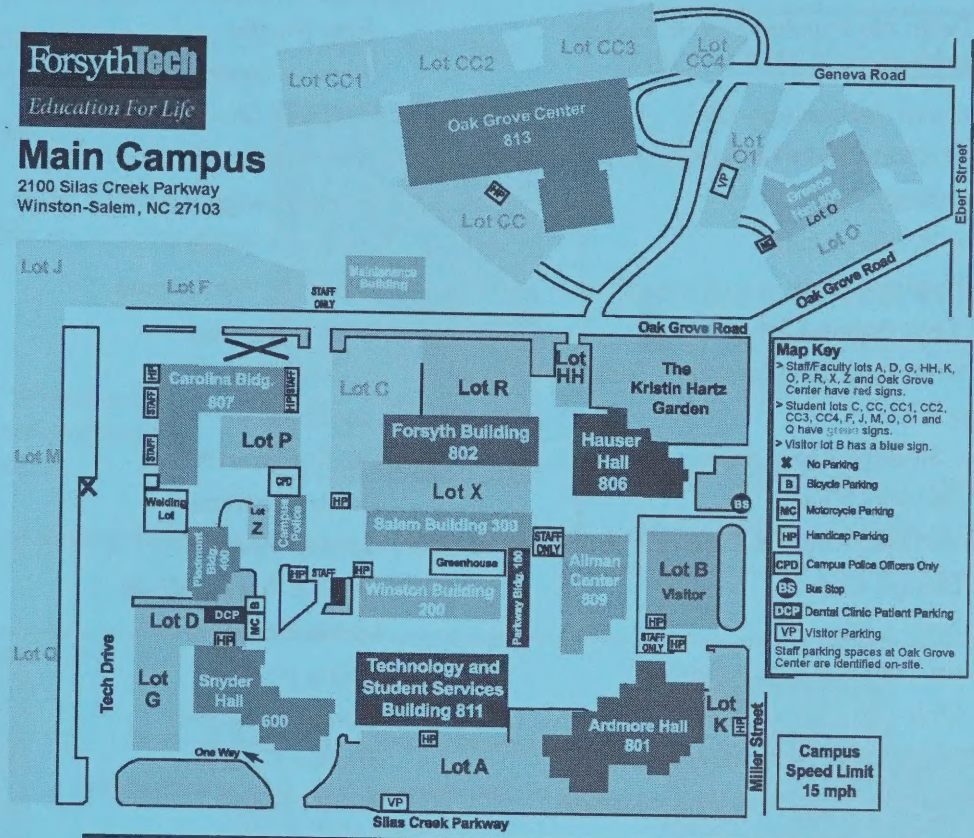
# Forsyth Tech Survival Guide

COURTESY OF TECHNICALLY SPEAKING AND THE JOURNALISM CLUB



## Main Campus

2100 Silas Creek Parkway  
Winston-Salem, NC 27103



### Other Forsyth Tech Campuses:

#### West Campus:

1300 Bolton Street  
Winston-Salem, NC  
336-761-1002

#### Mazie S. Woodruff Center:

4509 Lansing Drive  
Winston-Salem, NC  
336-734-7950

#### Small Business Center:

Chamber Building  
601 West 4th Street  
Winston-Salem, NC  
336-631-1320

#### Forsyth Tech International Center:

Forsyth County Public Library  
660 West 5th Street  
Winston-Salem, NC  
336-631-1325,  
336-631-1326  
Se habla español

#### Swisher Center

1251 Dudley Products Drive  
Kernersville, NC  
336-734-7903

#### Forsyth Tech Stokes County Center

1165 Dodgetown Road  
Walnut Cove, NC  
336-593-5402

#### Northwest Forsyth Center

3111 Big Oaks Drive  
King, NC  
336-734-7050

#### Transportation Technology Center

4255 N. Patterson Avenue  
Winston-Salem, NC  
336-757-3399

### Contact *Technically Speaking*, Forsyth Tech's student newspaper

Elaine Hage, Journalism Club Advisor

Phone: 336-734-7459

E-mail: [ehage@forsythtech.edu](mailto:ehage@forsythtech.edu)

Editing Staff

Phone: 336-734-7383

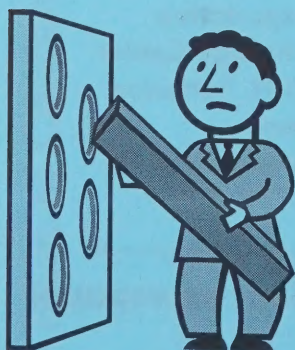
E-mail: [technicallyspeaking@forsythtech.edu](mailto:technicallyspeaking@forsythtech.edu)



# Find Your Niche

## Clubs at Forsyth Tech

Club Name	Club Advisor	Contact Information
Alpha Delta Nu Nursing Honor Society	June Martin	734-7439
Alpha Mu Beta	Beverly Lewis	734-7512
Architectural Technology Club	M. Todd Shoaf	757-3311
Assoc. of Information Technology Professionals (AITP)	Deanne Cranford-Wesley	734-7305
Checknowlogy Club	Greg Young	734-3385
Creative Writing Club	LeeAnn Patrick	vpatrick@forsythtech.edu
Dental Hygiene Club	Jannette Whisenhunt	734-7414
Forsyth Tech Anime Club	David Emerson	demerson@forsythtech.edu
Future Advocates for Children's Tomorrow (F.A.C.T.)	Sharon Davis	734-7964
Geology Club	Tim Binkley	tbinkley@forsythtech.edu
Hispanic Student Association	Pauline Morris	631-1326
Human Services Club	Debby Lattimore	734-7958
Institute for Electronics & Electrical Engineering (IEEE)	Carroll Perkins	cperkins@forsythtech.edu
Interior Design Club	Giselle Taylor Wells	757-3200
International Club	Laura Hortal	734-3302
Journalism Club	Elaine Hage	734-7459
Karate Club	Daniel Beaudoin	734-7620
Math, Science and Technologies (MST)	Shelton Charles	734-7670
Medical Assisting Student Organization	Anna Hilton	734-7362
Paralegal Association	Warren Hodges	734-7276
Peers Accepting Challenges Together (P.A.C.T.)	Sarah Hawks	734-7155
Phi Theta Kappa	Maryanna Richardson	734-7174
Philosophical Society	Greg Chase	734-7246
Promotion, Respect, Individuality, Diversity & Equality (P.R.I.D.E.)	Kathleen Barnes	734-7424
Sigma Theta Kappa (CJC)	Jennifer Bryant	734-7060
Student Nurses Association (SNA)	Sue Ellen Miller	734-3250
Student Practical Nursing Association	Melissa Casey	734-3249
Student Veterans Association of FT (SVAFT)	Greg Chase	734-7246
Sustainable & Environmental Technologies Club	Toni Beery	734-7244
SWCircle	Sherraine McLean	734-7242
Transition Club	Cindy Nivens	757-3258



### Note:

Club information changes quickly. While effort is made to make sure this list is accurate, look at this list as more of a means to display the variety of clubs available at Forsyth Tech rather than a definitive guide.

If something interests you, ask questions and explore to find more information. The Student Activities Office in Tec 124 is a great place to begin. Also look for representatives from clubs at events throughout the school year, beginning with Constitution Day in September.



# Find Your Niche

## Student Activities at Forsyth Tech

### Develop Leadership Skills! Student Government

Membership Application available on Techlink for a limited time (look for flyers around school with the deadline to join).

#### YOU MAY QUALIFY FOR SGA IF YOU:

- Have at least a 2.5 GPA
- Have at least 3 hours per week to volunteer
- Are able to meet bi-monthly on Wednesdays at 3pm

#### TO APPLY TO SGA:

- Complete an application
- Complete the Availability Worksheet
- Submit a one-page personal statement
- Get 3 faculty/staff references



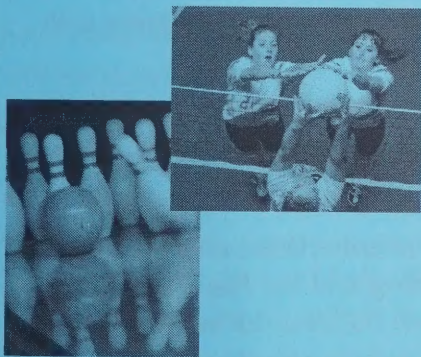
To learn more, visit Techlink and select "Student Government" under the Student Life tab.

### Have Your Voice Heard!

Like to write or take photographs?

Contribute to your student newspaper, *Technically Speaking!*

Email [technicallyspeaking@forsythtech.edu](mailto:technicallyspeaking@forsythtech.edu)



### Get Active!

Student Activities offers intramural competitions and golf tournaments to help keep you active!

Contact Student Activities at 734-7509 or 734-7512 or look for advertisements in *Technically Speaking*.



## Let's Eat

## Food at Forsyth Tech

### The Grill at Forsyth Tech

Located on Main Campus in Hauser Hall, The Grill offers daily specials as well as a wide variety of delicious breakfast and lunch selections.

**Hours of Operation:** Weekdays 7:30am-1:30pm; breakfast served until 10:00.



### The Bytes & Beans Café

Located on Main Campus at the North end of the Parkway Building, the Bytes and Beans Café offers premium coffee products and an assortment of lunch and snack items.

**Hours of Operation:** Monday through Thursday 7:30am-7:00pm; Friday 7:30am-12:00pm

Note: The Grill and Bytes & Beans hours can change. For those times, and at any other time, bookstores and vending machines around campus provide a variety of snacks and beverages.



# Need Personal Help?

Resources at Forsyth Tech

## The Career Center

—Personal counseling —Career assistance (such as writing resumes, interviews, etc.) —Free Myers-Briggs Career test —Academic counseling —And much more!

The Career Center is located on the Main Campus in Allman 148. Phone: 336-734-7226

## The Shugart Women's Center

The mission of the Shugart Women's Center is to promote the educational, personal, and professional development of women attending Forsyth Tech by providing advocacy, referrals, information, and resources to assist in achieving positive outcomes.

The Shugart Women's Center is located on the Main Campus in Hauser 206. Phone: 336-734-7280



## James A. Rousseau II Minority Male Mentoring Program

The James A. Rousseau II Minority Male Mentoring Program is open to all minority male students at Forsyth Tech. Students meet monthly with members of the local business community, faculty, and staff at Forsyth Tech. The goals of the program are to provide an open forum for minority males to discuss issues and concerns with professionals and mentors.

The MMMP office is located on the Main Campus in Allman 114. Phone: 336-734-7385 or 336-757-3385

## Campus Police

Forsyth Tech's own campus Police Department is fully sanctioned and staffed by sworn officers and security guards. Located in the small building between the Salem Building and the Piedmont Building, the police officers are here to ensure the safety of Forsyth Tech students, as well as to enforce traffic regulations. The officers also offer other services such as escorting, jump-starting car batteries, unlocking car doors, and other car-related issues. Campus Police also handles lost and found items.



**For emergencies on Main and West Campuses, call 336-734-7911.** For non-emergency situations on Main and West Campuses, call 336-734-7243.

## Veteran's Center

Forsyth Tech welcomes military veterans, active duty personnel, and their families/supporters. We have a brand new Veteran's Center in the Tech Building in room 123. Hours currently fluctuate, but please come by and see if we are open. When we are open, we have coffee and snacks and welcome veterans to come share their stories with other veterans and their supporters.

Eventually, the VA Certifying Official and the Veteran's Counselor will be in the Veteran's Center, but that will be at a later date.



## Financial Aid Services: Money. Answers. Advice.

The Financial Aid Services office is located on Main Campus, Room 261 in the Allman Center, 336-734-7235



# Need Academic Help?

Resources at Forsyth Tech

## **The Learning Center** Tutoring, Testing, Computer Lab

Free tutoring is available for Forsyth Tech students in many different subjects, including math, chemistry, biology, nursing, and English.

Either go to the Learning Center for a tutoring appointment or use Tutortrac to electronically sign up for tutoring! Visit <https://tutortrac.forsythtech.edu>. Use Techlink username and password to sign in. Search for available timeslots, tutors, and subjects.

Location: Ardmore Hall room 143

Hours: Monday through Thursday 7:30am-9:00pm; Friday 7:30am-3:00pm; Saturday 9:00am-Noon (Fall and Spring semesters only; Saturday hours not available during Summer semesters)

Phone: 336-734-7480

---

## **Smarthinking** Online Tutoring and Writing Help

Smarthinking is an online tutoring service available to all Forsyth Tech students. Tutoring is available in math, biology, chemistry, economics, writing, Spanish, and many others. Critiques of written assignments are available, as well.

Smarthinking can be accessed through Blackboard. Students can sign in to Smarthinking with their Techlink username and password.

---

## **The Collaboratory** Imagine. Create. Learn. Share.

The Collaboratory is a place where students can meet to collaborate on group work, projects, etc. Laptops are available for use along with audiovisual assistance, a large touchscreen monitor, and Blackboard help. Please note the Collaboratory is a paper-free zone, meaning no printer is available.

Students must present their Student ID card prior to being assigned a laptop. The Collaboratory is located in The Oak Grove Center Room 2343.

Hours: Monday through Thursday 9:00am-5:00pm; Friday 9:00am-2:00pm;  
Evening hours - 5:00pm-7:00pm (by appointment only)

To reserve call: 336-734-7887



---

## **The Mechtild Montgomery Language Lab** Learn Another Language

At the Mechtild Montgomery Language Lab, use Rosetta Stone to learn a language ... for free! There are a variety of languages available, including Arabic, Chinese Mandarin, French, German, Greek, Italian, Polish, Russian and Spanish.

The lab is open on Monday through Thursday 8:00am-8:45pm and Friday 8:00am-2:45pm. To contact, call 336-757-3287 or e-mail [foreignlanguage@forsythtech.edu](mailto:foreignlanguage@forsythtech.edu).

---

Note: All information found here is subject to change, so we encourage you to explore and ask questions!  
Information Desk: 336-723-0371

---



## Information Literacy

*Because We C.A.R.E*

### Communicate

Students will be able to develop the questions necessary to obtain the information they seek.

### Access

Students will be able to identify and access appropriate information sources.

### Research

Students will be able to search, retrieve, & utilize information for a specific purpose.

### Evaluate

Students will be able to critically evaluate information.



## QEP Modules

Forsyth Tech will offer a series of interactive learning modules covering topics related to information literacy. Topics will include the importance of acknowledging and giving credit to the source of borrowed work(s), use of the Modern Language Association (MLA) and American Psychological Association (APA) formatting guidelines for writing papers, effective search strategies, and much more. These modules will be available to all as they are piloted, revised, and released for widespread use. For now, please consult with your instructor about the availability of these modules or contact the Center for Transformative Learning at 336-734-7887.



Look for QEP events taking place throughout the year!

## Find a Job!

Online Job Board at Forsyth Tech

### Use Forsyth Tech's online job board to help your job search!

All students are eligible to use the online job board; just follow these simple steps:

1. Go to: [www.collegecentral.com/forsythtech](http://www.collegecentral.com/forsythtech)
2. Select the Student icon, and read the information and announcements on the next screen.
3. Go to Create Account.
4. Create an Access ID and a Password then Continue Registration.
5. Complete the registration form as thoroughly as possible.
6. Search for jobs by clicking Search for Jobs/Opportunities Posted to My School

The online job board also includes a résumé and portfolio builder.





# Get Your Tech Fix

## Computer Labs at Forsyth Tech

### Main Campus, Winston-Salem

#### The Learning Center in Ardmore Hall

Monday through Thursday: 7:30am-9:00pm

Friday: 7:30am-3:00pm

Saturday: 9:00am-12:00pm (Spring/Fall semesters only)

Phone: 734-7480 E-mail: [tutor@forsythtech.edu](mailto:tutor@forsythtech.edu)

### Bob Greene Hall Computer Lab

Monday, Wednesday, and Thursday

3:00pm-7:00pm

Location: W121

Printing is not available at this facility.

### Oak Grove Center

The Collaboratory in room 2343 has laptops available for use. Students must present their Student ID card prior to being assigned a laptop.

Hours: Monday through Thursday 9:00am-5:00pm

(5:00pm-7:00pm by appointment only); Friday

9:00am-2:00pm

### The Business Information Technology Lab

The BIT Lab is available for computer-related courses which require specific software.

Location: Hauser Hall 246

Phone: 734-7233

### Grady Swisher Center, Kernersville

Computer Lab & Study Center, Room 240

Hours: Monday through Thursday: 8:00am-9:45pm;

Friday: 8:00am-2:45pm

Phone: Front desk 734-7903

#### Important notes for Swisher Computer Lab:

- Printing is available at the computer next to the printer; there is no internet available on this computer, but all the other computers have internet access.
- There is no Wi-fi available at this campus.
- Printer paper is available at the Front Desk for students (10 sheets per day).

### Northwest Forsyth Center, King

Computer Lab, Room 106

Hours are not available for this lab; check with the center's front desk

Phone: Front desk 336-734-7050

### Transportation Center, Winston-Salem

Computer Lab, Room 134

Hours: Monday through Thursday: 8:00am-8:00pm;

Friday: 8:00am-3:00pm (hours pending lab support)

#### Important notes for Transportation Center Computer Lab:

- Students printing in the lab will be limited to ten pages per day; power points should be printed in note form only.
- Food, drinks, and the use of cellular phones are prohibited in the computer labs.
- TRAN 134 Computer Lab has supplemental learning resources, i.e. tutoring, and there are computers for students use.

### Mazie Woodruff Center, Winston-Salem

#### Marvin Allen Community Computer Lab, Room 106

Hours: 8:00am-8:30pm (pending evening lab support)

Phone: 734-7920

### MWC Student Computer Lab, Room 219

Hours: 8:00am-3:00pm

Phone: 734-7922

### MWC Learning Center/Tutorial Lab, Room 240

Hours: 9:00am-2:00pm (pending lab support)

Phone: 734-7921

#### Important notes for MWC Computer Labs:

- Students printing in the lab will be limited to ten pages per day; power points should be printed in note form only.
- Food, drinks, and the use of cellular phones are prohibited in the computer labs and MWC 240 Learning Center.
- MWC 240 Learning Center has supplemental learning resources, i.e. tutoring, and there are six computers for student use.

### Stokes County Center, Walnut Cove

Computer Lab, Room 121C

Hours: Mondays and Thursdays from 7:00am-3:00pm;

Tuesdays and Wednesdays from 1:00pm-5:00pm

Phone: Front desk 336-593-5402

**NOTE:** Hours for any computer lab are subject to change without notice. Call the front desk or lab to find out more information on hours or lab usage guidelines and restrictions.



## Get Your Books! (and your t-shirts, school supplies, and snacks)

### Bookstores:

**Main Campus Bookstore:** 336-734-7289 Monday through Thursday 7:30am-7:00pm, Friday 7:30am-3:00pm

**Oak Grove Center Bookstore:** 336-734-7884 Monday through Thursday 8:30am-1:00pm then 2:00pm-5:00pm, Friday 8:30am-2:00pm

**West Campus Bookstore:** 336-734-7754 Monday through Thursday 8:30am-2:00pm then 4:00pm-6:30pm, Friday 8:30am-1:00pm

**Northwest Forsyth Center Bookstore:** 336-734-7055 Monday through Thursday 9:00am-1:00pm then 2:00pm-6:00pm, Friday 8:00am-2:00pm

**Transportation Center Bookstore:** 336-757-3393 Monday through Thursday 7:30am-12:15pm then 12:45pm-4:00pm, Friday 7:30am-1:30pm

## Get Your Research on at Forsyth Tech's Library

Come visit the Library! Located in Ardmore Hall, the library offers numerous resources:

- Interlibrary loans
- NCLive research database
- Periodical room
- Videos for school and more!

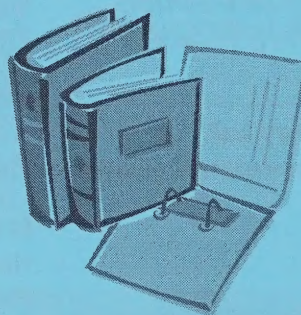
Hours: Monday through Thursday 7:30am-9:00pm

Fridays 7:30 am-3:00pm

Saturdays 9:00am-12:00pm

Contact: 336-734-7219

Reference Desk: 336-734-7415



### Did you know?

Winston-Salem State University and Forsyth Tech offer a dual enrollment program. For more information call 336-757-3336

### Lose Something?

On Main Campus, Campus Police handles lost and found items.

On other campuses, visit the Information/Registration Center for lost and found items.

Please report any valuable lost item.

### Find Technically Speaking, Forsyth Tech's student newspaper

#### Main Campus:

- Allman Center
- Ardmore Hall
- Hauser Hall
- Snyder Hall
- Tech Building
- Oak Grove Center

#### Other Campuses:

- Northwest Forsyth Center
- Swisher Center
- West Campus
- Woodruff Center
- Transportation Center

This guide is for you to keep. Information found here is subject to change, so we encourage you to explore and ask questions! Information Desk: 336-723-0371

**ForsythTech**

*Education For Life*

COURTESY OF TECHNICALLY SPEAKING AND THE JOURNALISM CLUB

# Forsyth Tech Survival Guide



# The Student Government Council welcomes you to Forsyth Technical Community College.

We also welcome you to membership in the Student Government Council (SGC). All curriculum students pay a \$9 student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA).

For more information concerning the SGC, see pages 25, 27, 29 and 31 and the back cover.

## Did you know that your Student Activity Fees pay for all this?

### Graduation Expenses are Partially Covered

- It costs more than \$25 per student to hold a graduation ceremony. Currently, students pay only a graduation fee of \$10 for each diploma received.

### Student Activities and Entertainment

- Fall Festival
- Spring Fling
- Summer Splash
- Martin Luther King Jr. Celebration
- Refreshments during Registration
- Angel Tree
- YMCA Passes (Grady P. Swisher, Mazie S. Woodruff and Stokes County Centers)
- Open House
- Blood Drive

### Student Government Association Expenses

- Student Activities Supervisor's Salary
- Student Activities Secretary's Salary
- Supplies and Materials for the Student Activities Center
- All SGA Printing Expenses

### Student Government Council Conferences

- Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

### Student Recreation

- Golf Tournaments
- Bowling Leagues
- Ice Skating

### Student Publications

- Student Handbook
- Technically Speaking (student newspaper)

### Student Athletics

- Men's Basketball
- Coed Cheerleading
- Women's Volleyball



# Point Me in the Right Direction

outside callers: Dial 734 plus the extension number. Local area code is 336.

## Academic Questions

### Where do I go if I:

Who to See	Where to Go	Phone
• need to determine my academic standing?	Academic Advisor or Counseling and Career Services	Allman Center, Room 164, Main Campus .....7472
• want to audit a course?	Academic Advisor	
• can't start a course as assigned?	or Records Office	Allman Center, Room 106, Main Campus .....7472
• want to take a continuing education course?	Course Instructor	
• want to change curriculums?	Customer Service Center	South Lobby, West Campus .....761-1002
• have a concern about a course grade?	Admissions Office	Allman Center, Room 123, Main Campus .....7472
• need my grade point refuted?	Academic Dean	
• need to determine if I meet graduation requirements?	Academic Advisor	
• need an intent to graduate form?	or Counseling and Career Services	Allman Center, Room 164, Main Campus .....7226
• am having problems with my classes?	Academic Advisor	
• have questions about academic probation?	or Records Office	Allman Center, Room 106, Main Campus .....7314
• want to take a proficiency test?	Records Office	Allman Center, Room 106, Main Campus .....7314
• need a transcript of my grades?	or Cashier's Office	Allman Center, 2 <sup>nd</sup> Floor, Main Campus .....7210
• need tutoring or need to make-up a test?	Counseling and Career Services	Allman Center, Room 164, Main Campus .....7226
• want to withdraw from a course or from school?	Academic Advisor	
	or Counseling and Career Services	Allman Center, Room 164, Main Campus .....7226
	Academic Advisor	
	Records Office	Allman Center, Room 106, Main Campus .....7472
	Learning Center	Ardmore Hall, Room 143, Main Campus .....7480
	Counseling and Career Services	Allman Center, Room 164, Main Campus .....7226
	or Records Office	Allman Center, Room 106, Main Campus .....7472

## Financial Questions

### Where do I go if I:

Who to See	Where to Go	Phone
• need financial aid?	Student Financial Services	Allman Center, Room 148, Main Campus .....7235
• need financial assistance for child care?	Student Financial Services	Allman Center, Room 148, Main Campus .....7235
• want to apply for a scholarship?	Student Financial Service	Allman Center, Room 148, Main Campus .....7235
• want to apply for a tuition refund?	Records Office	Allman Center, Room 106, Main Campus .....7472
• need help in getting my veteran's benefits?	Student Financial Services	Allman Center, Room 148, Main Campus .....7235
• have questions about my tuition refund?	Cashier's Office	Allman Center, 2 <sup>nd</sup> Floor, Main Campus .....7690



## Where do I go if I:

## Who to See

## Where to Go

## Phone

• want to get involved in campus activities or run for an SGA office?	Student Activities Center	Allman Center, Room 150, Main Campus	7326
• have a question about campus security?	Public Safety	Carolina Annex, Main Campus	7243
• need to report a change of name or address?	Records Office	Allman Center, Room 106, Main Campus	7472
• need help in choosing a career?	Counseling and Career Services	Allman Center, Room 164, Main Campus	7226
• need tips on interviewing, finding a job and preparing a resume?	Counseling and Career Services	Allman Center, Room 164, Main Campus	7206
• locked my keys in my car?	Public Safety	Carolina Annex, Main Campus	7243
• need special help due to a disability?	Testing Center	Allman Center, Room 133, Main Campus	7324
• need information about housing?	Counseling and Career Services	Allman Center, Room 164, Main Campus	7226
• need first aid?	Public Safety	Carolina Annex, Main Campus	7243
• want to see job listings?	Counseling and Career Services	Allman Center, Room 164, Main Campus	7206
• lost or found something on campus?	Information Desk	Allman Center, 1 <sup>st</sup> Floor, Main Campus	7448
	Public Safety	Carolina Annex, Main Campus	7243
	Customer Service Center	South Lobby, West Campus	761-1002
• need definition of college terminology?	See College Catalog		
	or Academic Advisor		
• want to appeal a Forsyth Tech parking ticket?	Public Safety	Carolina Annex, Main Campus	7243
• want to pay a Forsyth Tech parking ticket?	Cashier's Office	Allman Center, 2 <sup>nd</sup> Floor, Main Campus	7210
• need help with a personal problem?	Counseling and Career Services	Allman Center, Room 164, Main Campus	7226
• want to appeal my residency status?	Admissions Office	Allman Center, Room 123, Main Campus	7253
• need help from an outside agency?	Shugart Women's Center at Forsyth Tech or Counseling and Career Services or James A. Rousseau II Minority Male Mentoring Program	Hauser Hall, Room 206, Main Campus Allman Center, Room 164, Main Campus Allman Center, Room 164, Main Campus	7280 7226 7343



# Campus Phone Extensions

Outside callers: Dial 734 plus the extension number. Local area code is 336.  
Faculty/Staff Directory: [www.forsythtech.edu](http://www.forsythtech.edu)

Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office
7736	Adams, Debra	115 WC	7280	Chandler, Terri	206 HAU	7250	Frazier, Vickie	106 ALL	7758	Hunt, Barbara	6 WC
7735	Anderson, Sharon	57 WC	7246	Chase, Greg	207 ALL	7176	Freeman, Carol	135 ARD	7241	Hustad, Peggy	156 ALL
7591	Arai, Hideaki	6134 SNY	7297	Cherry, Jewel	223 ARD	7155	Freeman, Gail	113 ALL	7466	Hutcherson, Maria	6002 SNY
7447	Arehart, Jerry	215 BGH	7365	Chunn, Roslyn	244 HAU	7418	Freeman, Linda	202 BGH	7769	Hutchins, Wesley	62 WC
7365	Baggett, Tracy	148 ARD	7457	Churchill, Jim	308-C ALL	7159	Fulp, Paula	6101 SNY	7712	Ingle, Judy	4-E WC
7908	Batty, Kristie	127 GSC	7167	Cilburn, Chris	258-B HAU	7914	Ganzert, Bart	230-A GSC	7343	Jarrett, Darlene	157 ALL
7420	Baker, Susan	258 BGH	7571	Cline, Brenda	226 HAU	7191	Gesler, Darlene	6010 SNY	7209	Jarvis, Ken	255 ALL
7265	Baldwin, Beverly	204 WIN	7402	Cline, Jane	234 ARD	7198	Geyer, Laura	6101 SNY	7360	Jeske, Mary	203 ALL
7518	Banioko, Tony	159 ALL	7959	Cline, Janet	118-B2 MWC	7184	Gibson, Chris	W209 BGH	7319	Johnson, Gene	115 HAU
7303	Banks, Pam	HK	817-5069	Cobb, Bill	4SC	7453	Ginn, Judith	330-C BGH	7449	Johnson, Rodney	404 ALL
7491	Barker, Jaime	MAINT	7411	Coe, Kathy	216 BGH	7763	Glenn, Pam	6 WC	7951	Johnson, Triquanna	101 MWC
7424	Barnes, Kathleen	6004-B SNY	7205	Cofer, Mona	238 ALL	7307	Glontz, Michael	448-C ALL	7507	Johnson, Truddee	309-A ALL
7157	Barnhardt, Wendy	243 BGH	7248	Compton, Paula	107 ALL	7322	Gordon, John	MAINT	7258	Jones, Bonnie	122 ALL
7206	Barringer, Barbara	158 ALL	7389	Conley, Kevin	252 ARD	7408	Gordon, Merrill	262 HAU	7501	Jones, Jerry	258-C HAU
7491	Barringer, David	MAINT	7285	Cornelson, Dwight	126 CAR	7218	Gordon, Tom	133 ARD	7433	Jones, Patty	330-A BGH
7410	Bates, Robin	251 ARD	7520	Covitz, Shari	420 ALL	7543	Gore, Dudley	6010 SNY	7303	Jones, Walter	HK
7745	Bayse, Audrey	115 WC	7778	Craft, Tara	134 WC	7452	Gough, Nathanael	235 ALL	7299	Juren, Rachel	CAR ANX
7494	Beard, Alan	239 ARD	7413	Cranford, Vickie	107 BGH	7228	Grady, Stan	259 HAU	7294	Justice, Eddie	CAR ANX
7273	Beasley, Leigh	115 ALL	7303	Cremedy, Tina	HK	7282	Green, Brenda	106-A ALL	7547	Kearns, Gerry	224-A HAU
7213	Beaton, Martha	223 ALL	7648	Crooks, Carol	6143 SNY	7303	Green, Delores	HK	7390	Keener, Susan	309-D ALL
7729	Bennett, Carolyne	104 WC	7282	Cross, Stormy	6105 SNY	7201	Green, Gary	445 ALL	7450	Keith, Rebecca	224 ALL
7715	Berra, Ron	104 WC	7630	Crouse, Emily	346 ALL	7256	Green, Sherry	6010 SNY	748-4672	Kelly, Laura	PTR
7203	Bioteau, Cynthia	426 ALL	7235	Culler, Kimberly	145 ALL	7270	Gregory, Steve	258-A HAU	593-2484	Kindley, Paul	SCy
7274	Bishop, Todd	138 PKY	7509	Cutler, Daisy	150 ALL	7771	Griffin, Michelle	107 WC	7917	King, Phillip	PTR
7423	Black, Ann	256 BGH	7256	Dalton, Sandra	123 ALL	7281	Grose, Odell	138 CAR	7917	Kiser, Leonard	118-A2 GSC
7742	Blanco, Flo	115 WC	7340	Davis, Dwaine	340 ALL	7421	Guess, Barbara	345 ALL	7508	Labosky, Ted	124 ARD
7220	Bodsford, Brenda	448 ALL	7419	Davis, Polly	203 BGH	7918	Gussman, Lynn	203-E GSC	7397	Lane, Jeremy	6137 SNY
7511	Boger, Dale	6135 SNY	7303	Davis, Rick	204 MAINT	7459	Hage, Elaine	309-E ALL	7374	Lanning, Christie	409 ALL
7583	Bohannon, Pamela	224 ALL	7963	Dawalbhakta, Alpha	230-A MWC	7396	Haith, Sylvia	6112 SNY	7582	Latham, Linda	220 BGH
972-3228	Bonds, Phyllis	NBH	7283	Day, Garry	209-A WIN	7364	Hale, Gavin	216 ALL	7614	Latimer, Kate	W210 BGH
7225	Bowen, Karen	184 HAU	7491	Day, Randy	MAINT	7705	Hall, Bob	133 WC	7461	Lawing, Barry	6144 SNY
7200	Bowen, Sherri	429 ALL	7300	Delp, Joanne	6008 SNY	7202	Hamby, Yvonne	429 ALL	7403	Lee, Paige	143 ALL
7344	Brewer, Kitty	405 ALL	7170	Desmarais, Rachel	208-C HAU	7302	Hamilton, Katrina	204 ALL	7593	Lekwauwa, Aju	349 ALL
7219	Briggs, Gay	104 ARD	7380	DeVane, Gloria	253 ARD	7312	Hanes, Ken	SCy	7287	Leonard, Tommy	226 MAINT
7378	Briggs, John	235 ARD	7505	DeWitt, Linda	224-B HAU	7705	Handy, Kay	200 WIN	7485	Lester, Joy	256 ARD
7519	Brimmer, Tanya	210 ALL	7738	Dickens, Carolyn	132 WC	7713	Hanna, Cindi	4 WC	7177	Lewis, Daphne	448-B ALL
7290	Brincefield, Chris	6012 SNY	7480	Dillard, Rose	100 ARD	7187	Harkness, Don	W205 BGH	7249	Lindsay, Vickie	118 ALL
7541	Britt, Vivian	319 BGH	7483	Dillingham, Cynthia	254 ARD	7166	Harmel, Bonita	206 BGH	7760	Lineberry, Forest	4 WC
7283	Britton, Terry	209 WIN	7171	Dorsett, Sam	224-D HAU	7764	Harris, Michael	4-A WC	7272	Lineberry, Kevin	140 ALL
7217	Brooks, Yvonne	167 ARD	7305	Dozier, Nedra	448 ALL	7972	Harvey, Robin	104 MWC	7179	Long, Molly	212 BGH
7173	Brown, Douglas	205 ARD	7362	Durham, Laura	210 ARD	7559	Hauser, Debbra	259 ALL	7436	Lowery, Luther	249 BGH
7231	Brown, Ike	CAR	7975	Durrer, Susan	202-B MWC	7399	Hawks, Garrison	MAINT	7491	Lowery, Nicy	MAINT
7322	Brown, Marshall	MAINT	7384	Dyson, Jodi	145 ALL	7953	Hayes, Verdel	103 MWC	7976	Lucas, Irvin	202-A MWC
7293	Bryan, Billy	218 ALL	7382	Earl, Renarde	CAR ANX	7329	Hedrick, Annette	184 HAU	7263	Maldonado Rivera, Gloria	117 ALL
7618	Bryant, Angela	418 ALL	7528	Eddy, Roger	308 HAU	7204	Hence, Arnold	427 ALL	7503	Manire, Tracey	156 HAU
7350	Brzorad, John	219 BGH	7244	Edwards, Mike	CAR ANX	7303	Herron, Charyl	HK	7278	Marion, Marty	6213 SNY
7761	Buljina, Aida	6 WC	7185	Eggert, Lynne	W208 BGH	7268	Higgins, Roger	206 MAINT	7757	Marion, Sue	127 WC
7311	Burger, Bill	243 ARD	7303	Eldridge, Brenda	HK	7313	Hill, Darrel	211-C WIN	7332	Marotz, Bill	331 HAU
7342	Burns, Herb	6227 SNY	7322	Ellender Mike	MAINT	7774	Hill, Linda	59 WC	7347	Marotz, Gae	6013 SNY
7216	Candelaria, Randy	165 ARD	7555	Essick, Phillip	410 ALL	7320	Hill, Norman	6136 SNY	7439	Martin, June	207 BGH
7303	Cannon, Ethel	HK	7699	Evans, Tanya	429 ALL	7435	Hilton, Yolanda	230 BGH	7600	Martin, Shella	217 MAINT
7175	Carapelle, Beverly	6111 SNY	7349	Everhart, Ralph	314 HAU	7276	Hodges, Warren	232 ARD	7400	Matthews, Tony	300-A SAL
7430	Cassell, John	255 BGH	7189	Feathers-Magee, Marti	106-A BGH	7300	Holcomb, Carolyn	6008 SNY	7490	Mayberry, Shawn	211 ALL
0	Caudill, Deborah	176 ALL	7401	Fitzgerald, Abigail	221 ARD	7238	Holloway, Tammy	145 ALL	7456	Maves, Brent	344 ALL
7354	Chandler, Joe	206 ARD	7338	Fleming, Reggie	Cafeteria HAU	7492	Horton, Phyllis	201 BGH	7357	McClive, Patty	448 ALL
7911	Chandler, Page	230-D GSC	7454	Fortuna, Jim	308-D ALL	7740	Huggins, Janice	115 WC	7212	McClung, Phil	209 ALL



Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office
7251	McCollum, Joyce	418 ALL	7275	Reeves, Derrick	106 CAR	7779	Swan, Mike	33 WC	CAREER SERVICES		
7460	McCorquodale, Missy	318 ALL	7172	Red, Beth	215 ARD	7306	Swenson, Ed	6140 SNY	7518	Employment Security Rep	166 ALL
7232	McCulloh, Susan	448-A ALL	7733	Richards, Tanya	58 WC	7516	Tatum, Bettie	219 MAINT			
7912	McGuire, George	205 GSC	7240	Richardson, Colleen	162 ALL	7178	Taylor, Debbie	W207 BGH	MIDDLE COLLEGE		
7923	McIntosh, Joe	127 GSC	7474	Richardson, Margaret	106 ALL	7463	Teague, Scott	6002-A SNY	7221	Albert, Sandy	6149 SNY
7242	McLean, Sherraine	206 HAU	7174	Richardson, Maryanna	240 ARD	7463	Tennis, Heidi	38-A WC	7163	Briggs, Meeks	6149 SNY
7260	McLendon, George	114 ALL	7404	Richardson, Roger	204-C WIN	7429	Thomas, Marie	232 BGH	7221	Gordon, Frank	6138 SNY
7303	McMoore, Barbara	HK	7958	Ricks, Shawn	118-B1 MWC	7391	Thurber, Barbara	254 ALL	7221	Gray, Arthur	6149 SNY
7346	Merritt, Joani	238 ARD	7251	Rinehardt, Sybil	243 ALL	7366	Todd, Martha	144 ALL	7445	Johnson, George	6146 SNY
7361	Messer, Edra	260 BGH	7334	Robertson, Randy	402 ALL	7484	Todd, Jackie	295 BGH	7221	Leonard, Sharon	6149 SNY
7619	Miller, Nancy	152 HAU	7754	Robinson, Sarah	WC	7358	Tuttle, Jeff	233 ARD	7221	McCarson, Bonnie	6149 SNY
7603	Mitchell, Dawn	215-A BGH	7303	Rockson, Annette	HK	7482	Tyson, Tommy	255 ARD	7221	McCorkle, James	6149 SNY
7376	Mitchell, George	148 HAU	7266	Roscoe, Traci	100 BGH	7759	Valenti, Ronnie	6 WC	7221	Roach, Lynn	6149 SNY
7426	Mitchell, Patrice	119 ALL	7333	Roth, Tom	346 HAU	7776	Vargas, Nancy	60 WC	7437	Smith, Susan	6149 SNY
7399	Mobley, Pat	205 BGH	7195	Roundtree, Fredrick	334 ALL	7373	Vernon, Carole	205 ALL	7221	Stanley, Charlotte	6149 SNY
7916	Moore, Diann	6142 SNY	7165	Rudolph, Alice	280 BGH	7335	Vidal, Pamela	148 ALL			
7916	Moore, Kim	231-B GSC	7223	Rushing, Julie	211 BGH	7326	Waddell, Eddie	153 ALL	SCHOOL-TO-CAREER SERVICES		
7393	Moore, Mary	CAR ANX	7491	Saddler, Greg	MAINT	7610	Walker, Mark	303 SAL	7261	Sherman, Bruce	6119 SNY
7476	Moore, Mike	CAR ANX	7443	Salandy, Andy	347 ALL	7192	Waller, Wood, Sandra	148 ALL			
7569	Moore, Sharon	227 BGH	7214	Savey, Kelli	214 ALL	7967	Walter, Gwen	230-D MWC			
7478	Moretz, Andy	168 ALL	7147	Saylor, Annette	222 BGH	7964	Watts, Ann	230-B MWC			
7572	Morgan, Tammy	251 ALL	7286	Sechrest, Joe	410-B PIE	7234	Weaver, Cindy	163 ALL			
7296	Morris, Matt	308-B ALL	7405	Sequeira, Anna	342 ALL	7264	Webb, Linda	6008 SNY			
631-1326	Morris, Pauline	5HC	7737	Sexton, Gloria	111 WC	7222	Weber, Kim	238 ALL			
7613	Moses, Santhony	223 ALL	7575	Shallua, Lucas	248 BGH	7956	Wanner, Ellen	118-A2 MWC			
7207	Mounce, Dianne	429 ALL	7303	Shanks, Lacy	HK	7491	West, Wilma	224 MAINT			
711	Murphy, Juanita	4 WC	7314	Shepherd, Bruce	106 ALL	7335	Weyrich, Sandra	123 ALL			
7482	Murphy, Rick	250 BGH	7970	Shepherd, Tom	205 MWC	7414	Whisenhunt, Jannette	105 BGH			
7229	Neas, Jan	112 ARD	7427	Sheppard, Perry	302-A BGH	7448	Whisenhunt, Rhonda	176 ALL	OFFICE LOCATION KEY - See pages 33-34 for maps.		
7725	Nelson, Jeannie	58 WC	7957	Shields, Sheila	118-A1 MWC	7471	Whitaker, Gwen	106 ALL	4SC	4 <sup>th</sup> Street Small Business Center	(336) 631-1320
7612	Oakley, Tonya	100 BGH	7381	Shirk, Bob	6212 SNY	7438	White, Linda	330-B BGH	5HC	Forsyth Tech Hispanic Center	(336) 631-1326
7513	Ogletree-McDougal, Annette	419 ALL	7768	Shirk, Louise	63 WC	7422	Wiggins, Cindy	302-B BGH	5SC	5 <sup>th</sup> Street Library Center	(336) 631-1325
7303	O'Neal, Pamela	HK	7183	Shoaf, Don	W202 BGH	7259	Wilder, Bill	317 FOR	GSC	Swisher Center	7903
7303	O'Neal, Willie Jr.	HK	7535	Shumate, Eddie	305-A SAL	7504	Wiles, Jerri	204 HAU	MWC	Mazie S. Woodruff Center	7950
7303	O'Neal, Willie Sr.	HK	7446	Silverman, Cheri	6004-C SNY	7322	Wilkins, Dwayne	MAINT	NBH	WFU Baptist Medical Center	(336) 713-8039
7412	Overman, Jan	106 BGH	7303	Simpson, Donna	PTR	7398	Williams, Ann	6132 SNY	PMC	Pharmaceutical Center	(336) 748-4670
7288	Paradis, April	127 ALL	748-4670	Simpson, Anita	HK	7303	Williams, Leola	HK	PTR	Piedmont Triad Research Park	(336) 748-4670
7387	Parker, Carol	208-A HAU	7330	Sineath, Alice	209 ARD	7455	Williams, Michelle	309-B ALL	SCy	Stokes County Center	(336) 593-2482
7706	Parker, Kristy	125 WC	7901	Sineath, B. J.	103 GSC	7608	Williams, Shawna	449 ALL	WC	West Campus	7718
7570	Pearce, Chris	208-B HAU	7590	Smalls, Marsha	260 ALL	7727	Williams, Tracey	56 WC			
7409	Pearce, Elsie	243 HAU	7322	Smart, Robert	MAINT	7974	Wilson, Almara	202-C MWC			
7905	Peck, Edgar	118-B GSC	7560	Smith, Cindy	W211 BGH	7239	Wilson, Van	160 ALL			
7322	Pennell, Steve	MAINT	7617	Smith, Elaine	6007-A SNY	7417	Wimbish, Janice	251 BGH			
7716	Perez, Rafael	103 WC	7527	Smith, Rod	108 CAR	7255	Wood, Lorraine	120 ALL			
631-1321	Perry, Nell	4SC	7188	Smith, Teresa	W206 BGH	0	Wood, Nelda	176 ALL	MAIN CAMPUS LOCATIONS		
7406	Petree, Robin	302-A SAL	7279	Southern, Tony	303-A SAL	7345	Wooten, Toni	404 ALL	ALL	Allman Center	(336) 723-0371
7236	Phelps, Susan	6002 SNY	7322	Sperber, Frank	MAINT	7434	Worley, Ernestine	231 BGH	ARD	Ardmore Hall	
7464	Pinnix, Allen	6120 SNY	7303	Spillman, Sandra	HK	7323	Wright, Angie	6114 SNY	BGH	Bob Greene Hall	
7927	Plott, Joyce	230-F GSC	7315	Squire, Annette	127 ALL	7919	Yates, Janet	231-D GSC	BGH	Bob Greene Hall	
7407	Polanis, Marcia	224-C HAU	7906	Stafford, Suzanne	108-A GSC	7224	Yevn, Bernie	181 HAU	CAR	Carolina Building	
7428	Pope, Bonnie	213 BGH	7567	Stambrook, Eric	308-A ALL	7915	Yokeley, Rick	118-A1 GSC	CAR ANX	Carolina Annex	
7303	Powell, Norma	HK	7708	Stanley, Shannon	4 WC	7359	Young, Loren	127 ALL	FOR	Forsyth Building	
7589	Pratt, Tom	205 MAINT	7304	Stephens, Ed	406 ALL	7955	Young, Phygencia	230-C MWC	HAU	Forsyth Building	
7440	Prevette, JoAnne	217 BGH	7431	Stevens, Jessica	223 BGH	7180	Yurko, Linda	110 BGH	HK	Hauser Hall	
7523	Pritchard, Bernyce	204 BGH	631-1167	Sinson, Tamara	4SC	7907	Zink, Amy	230-B GSC	MAINT	Housekeeping	
7337	Queen, Garland	323 HAU	7534	Stoltz, Herb	136 CAR				PIE	Maintenance Building	
7375	Queenberry, Amy	219 ALL	7611	Stovall, Pam	242 HAU				PKY	Piedmont Building	
7317	Queenberry, Scot	207 MAINT	7549	Stowe, Chris	408 ALL				SAL	Parkway Building	
593-2483	Ray, Deana	SCy	7267	Stowers, Renee	238 ALL				SNY	Snyder Hall	
7651	Read, Russ	218 BGH	7254	Suggs, Sandra	121 ALL				WIN	Winston Building	
7458	Redfield, Kristin	308-E ALL	7529	Supphin, Donald	6210 SNY						
			7208	Swaim, Cathy	256 ALL						



## Admissions

### Transfer Credit

Applicants who have attended other post-secondary institutions may transfer credits in courses comparable in content, objective, quality and credit hours to those offered at Forsyth Tech. In addition, all veterans or active duty military can receive physical education credit upon receipt of the necessary documentation. When granting a transfer credit is in question, the student may be asked for supporting documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. The college transfer technician, director of admissions and the appropriate dean in consultation with the appropriate department chairperson will recommend to the vice president of instruction who will then make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chairperson responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician in the Admissions Office during the student's first semester of enrollment. If a student is dissatisfied with the transfer credit granted, he/she should send a written request for re-evaluation to the director of admissions. After consulting with the

division dean, the college transfer technician will notify the student of the final decision on transfer credit to be granted.

## Academics

### Academic Advising

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

### Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks, and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall and spring semesters and summer term. In addition, upcoming registration and prepayment dates for currently-enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students may see an academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees. Students may register for or drop courses on these days.

### Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned and the cumulative GPA for the semester.

Transcripts reflecting students' complete academic record at Forsyth Tech are maintained in the Records Office. Students may come to the

office and complete a Transcript Request Form, or they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended and where the transcript should be sent. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the receiving party will note this procedure, and any official. Students must pay a charge of \$2 for each transcript. All official documents become the property of the college.

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a cumulative grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their program.

### Graduation Requirements

A candidate for an associate's degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to program. Students should refer to the course requirements for their program to determine if all requirements have been met and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year, each program publicizes a program of study for students admitted in that specific year. Students will graduate under the course requirements that are applicable at the

time they enroll in a program if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their program are also admitted to the new program under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma or certificate at the time of their last semester registration. Intent to Graduate Forms are available in the Records Office, Room 106 (1<sup>st</sup> Floor), Allman Center, Main Campus, the Cashier's Office (2<sup>nd</sup> Floor), Allman Center, Main Campus or at each of the centers. A \$10 non-refundable graduation fee that must be paid at the time the form is filed.

**Student Withdrawals**

### Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. A **Drop Form** may be obtained in the Records Office, Room 106 (1<sup>st</sup> Floor), Allman Center, Main Campus. When the student initiates a withdrawal or drop, the date the student completes the **Drop Form** is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the **Drop Form** is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a **Drop Form** and notifying their instructor(s), academic advisor, Records Office or Counseling and Career Services of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school before graduation, either permanently or temporarily, should withdraw officially. Students are responsible for completing a **Drop Form** and for notifying their instructors, academic advisors, Records Office or Counseling and Career Services of the decision to withdraw.

Students planning to discontinue enrollment at the end of a semester should fill out an **End of Semester Withdrawal Form** available in Counseling and Career Services. This



## THINGS TO DO:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

						<b>1</b> Advising Week for Continuing Students 8:30 a.m. - Noon	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> Block Registration for Fall 2005 Continuing Students in Designated Programs of Study	<b>6</b> Block Registration for Fall 2005 Continuing Students in Designated Programs of Study	<b>7</b>	<b>8</b>	<b>9</b>	
<b>10</b>	<b>11</b> Telephone Registration for Fall 2005 Continuing Students Begins at 8 a.m.	<b>12</b> Telephone Registration for Fall 2005 Continuing Students	<b>13</b> Telephone Registration for Fall 2005 Continuing Students	<b>14</b> Telephone Registration for Fall 2005 Continuing Students	<b>15</b> Telephone Registration for Fall 2005 Continuing Students	<b>16</b> Telephone Registration for Fall 2005 Continuing Students	
<b>17</b> Telephone Registration for Fall 2005 Continuing Students	<b>18</b> Registration for Fall 2005 New and Continuing Students 8:30 a.m. - 7 p.m.	<b>19</b> Registration for Fall 2005 New and Continuing Students 8:30 a.m. - 7 p.m.	<b>20</b> Registration for Fall 2005 New and Continuing Students 8:30 a.m. - 7 p.m.	<b>21</b> Registration for Fall 2005 New and Continuing Students 8:30 a.m. - 7 p.m.	<b>22</b> Telephone Registration for Fall 2005 Continuing Students	<b>23</b> Telephone Registration for Fall 2005 Continuing Students	
<b>24</b> Telephone Registration for Fall 2005 Continuing Students	<b>25</b> Telephone Registration for Fall 2005 Continuing Students	<b>26</b> Telephone Registration for Fall 2005 Continuing Students	<b>27</b> Telephone Registration for Fall 2005 Continuing Students Last Day of Classes for Summer Term	<b>28</b> Telephone Registration for Fall 2005 Continuing Students (Resumes Aug. 1)	<b>29</b>	<b>30</b>	
<b>31</b>							



(Student Withdrawals continued.)

information is necessary to ensure that students' status at the time of withdrawal is clearly identified in order to expedite re-entry, to expedite transfer of credit to another institution or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify Student Financial Services.

### Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Development Services will make the final decision concerning access to records.
3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services' administrative staff. This section covers academic policies effective at the time of this catalog's publication.

### Students Rights to Privacy Statement

Forsyth Tech does not publish or distribute student information or any personally identifiable information in accordance with the Family Educational Rights and Privacy Act.

In compliance with the Solomon Amendment, the college releases the following information to any branch of the Armed Services upon their request - student's name, address, telephone number, age, and major.

The college also publishes the names of graduates in the commencement program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of Records/Registrar of their desire not to have their names published. Information may also be released to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Please contact the director of Records/Registrar at 734-7314 if you have any additional questions.

### Course Attempts Rule (Course Repeat)

Students may not repeat a course either for credit or audit more than three times without permission of the appropriate dean. Grades of Withdrawal (W), Withdrawal Passing (WP), Withdrawal Failing (WF), or Audit (Y) will be considered as an attempt regarding this policy. If students withdraw from or fail any course in their program of study, they must repeat the course; otherwise, they cannot receive a degree, diploma or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may take a course at another college to meet graduation requirements as long as doing so does not violate the minimum number of courses that must be completed at Forsyth Technical Community College. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students' permission to enroll in a course after three attempts. A log will be maintained in each academic dean's office documenting approval for each student attempting a course four or more times.

### Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans, and students must be informed in writing in the course syllabus.

Number Points per Grade Hr.	Grade	Letter Equivalent	Quality Description
94-100	.....	A	Excellent 4
86-93	.....	B	Good 3
78-85	.....	C	Fair 2
70-77	.....	D	Passing 1
Below 70	.....	F	Failing 0
Withdrawal	.....	W	
Withdrawal Passing	.....	WP	
Withdrawal Failing	.....	WF	
Incomplete	.....	I	
Audit	.....	Y	
Course Transferred	.....	TR	
Credit Granted or			
Passed Proficiency	.....	CR	
Grades A, B, C, D, F and WF*			compute in grade point average (GPA).

\* "WF" is computed as an "F" in the grade point average.

Grades W, WP, I, Y, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course through the 14<sup>th</sup> week of fall and spring semesters, the eighth week of summer term or the 75 percent point of a class when the class does not follow the regular semester calendar.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 14<sup>th</sup> week of fall and spring semesters, the eighth week of summer term or the 75 percent point of a class that does not follow the regular semester calendar.

Students must have permission of the instructor to withdraw with a grade of WP or WF. The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company

business or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

Y - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The Audit Request Form is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

### Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students



## THINGS TO DO:

<b>1</b>	Telephone Registration for Fall 2005 Continuing Students Resumes at 8 a.m.	<b>2</b>	Telephone Registration for Fall 2005 Continuing Students	<b>3</b>	Telephone Registration for Fall 2005 Continuing Students	<b>4</b>	Telephone Registration for Fall 2005 Continuing Students	<b>5</b>	Telephone Registration for Fall 2005 Continuing Students	<b>6</b>	Telephone Registration for Fall 2005 Continuing Students
<b>7</b>	Telephone Registration for Fall 2005 Continuing Students	<b>8</b>	Telephone Registration for Fall 2005 Continuing Students Ends at Noon	<b>9</b>		<b>10</b>	Payment Deadline Noon	<b>11</b>		<b>12</b>	
<b>14</b>		<b>15</b>	Faculty Work Day	<b>16</b>	Late Registration for Fall 2005 8:30 a.m. - 7 p.m.	<b>17</b>	Late Registration for Fall 2005 8:30 a.m. - 7 p.m.	<b>18</b>	Forsyth Tech Employee Convocation Day	<b>19</b>	Late Registration for Fall 2005 8:30 a.m. - Noon Payment Deadline Noon Last Day to Apply for 100% Tuition Refund
<b>21</b>		<b>22</b>	First Day of Fall 2005 Classes Drop/Add 8:30 a.m. - 7 p.m. SGC Meeting at 3 p.m.	<b>23</b>	Drop/Add 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m.	<b>24</b>		<b>25</b>	Last Day to Apply for 75% Tuition Refund for 1 <sup>st</sup> 8-Week Classes	<b>26</b>	
<b>28</b>		<b>29</b>		<b>30</b>		<b>31</b>	Last Day to Apply for 75% Tuition Refund for Full Semester				



(Grade Point Average continued.)

accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), withdrawal passing (WP), Audit (Y) or incomplete (I) will be considered as the last grades but will not be considered as the last grade earned in calculating GPA.

### Graduation Honors and Awards

Graduates in programs leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.

### Semester Honors

Credit students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester. Credit students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a program. (This excludes students in special credit and certificate programs.)
2. Must earn their GPA on a minimum of 9 credit hours of credit courses.
3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Graduates in programs leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.

### Attendance

Forsyth Tech regards class lectures, demonstrations and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to

their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,
2. three practicum (shop, laboratory or clinical experience) sessions that meet for two or more hours, or
3. three hours of class and one practicum (shop, laboratory or clinical experience) session that meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session that meets consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

### School Closing Due To Inclement Weather (Closing the College)

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or designated representative. A communication system has been established to inform staff personnel and all local news media when the decision is made to cancel certain classes or to close the college.

The guidelines listed below will be followed when classes are canceled due to inclement weather. All faculty and students may call the school or listen to radio announcements. When there is no announcement, there will be school.

When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 a.m. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.

When classes are canceled, only personnel required to deal with inclement weather will be required to be at the college. Any compensatory time will be determined by the appropriate administrator. All other full-time personnel will not be required to be at the college.

In accordance with current NCCCS guidelines, all part-time personnel will either 1) make-up the time/class missed for inclement weather and document the made-up time, or 2) be docked for the period of time missed due to the college closing. The college reserves the right to schedule make-up classes based on the availability of make-up days. The appropriate administrator will make the final decision regarding time to be made-up.

A decision to cancel evening classes may be made at the same time as the cancellation of day classes or at any time prior to 5 p.m. of that day. This decision will apply to all evening classes regardless of location.

Early dismissal of day classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.

Early dismissal of evening and weekend classes because of inclement weather is the responsibility of the president or designated representative. All locations and classes will be notified when this decision is made.

When inclement weather develops, faculty and students should NOT call the administrative staff, or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system by 6:30 a.m.

When a class is missed due to inclement weather, or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity to include extra class sessions, extended class sessions or other options. This activity is to be documented on the "Alternative Instructional Activities for Missed Classes" form. The form is due to the dean within five (5) working days after the class is missed. **PLEASE LISTEN for ANNOUNCEMENTS from LOCAL RADIO and TV STATIONS**

### Academic Appeals (Concerning a Grade)

652 Academic Appeal - Revised 10/20/04

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a

conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair should forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

The letter of appeal must include:

1. Date, student's name, signature and telephone number.
2. Prefix and number of course grade being appealed.
3. Instructor's name issuing the grade.
4. Brief factual explanation of why student feels the grade is incorrect.
5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

For an appeal to be considered, the appropriate department chair must receive the letter of appeal no later than the third class day of the new semester.

### Academic Standing/ Probation/Dismissal

To be in good academic standing, students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing. Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. All students who do not earn the required GPA in the next semester will have their academic records reviewed by their respective division's academic review committee, which meets at the end of



# SEPTEMBER 2005

THINGS TO DO:

12

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1	2	3
4	5 Labor Day Holiday NO CLASSES	6	7	8	9	10	
11	12 SGC Meeting at 3 p.m.	13 <sup>10:15-11:15</sup> 1 hr Sick leave to Dentist	14	15	16	17	
18	19	20	21	22	23	24	
25	26 SGC Meeting at 3 p.m.	27	28	29	30		



(Academic Standing/Probation/Dismissal continued)

- each semester. The committee may
- (a) reduce the number of credit hours the student will be allowed to carry,
  - (b) require the student to repeat courses in which a low grade was earned, or
  - (c) dismiss the student from the program.

The student will be notified in writing of the committee's decision, and copies of the notice will be sent to the Records Office, the division dean and the student's faculty advisor.

The following options are available to students who are dismissed from their current program of study:

- A student who is dismissed from a program of study is encouraged to see a counselor to discuss possible educational alternatives.
- A student who is dismissed from a program of study may be eligible to apply for and be admitted into another credit program of study offered by the college.
- A student who is dismissed from a program of study may re-apply for admission to that program.
- A student who has been dismissed from a program of study for academic reasons may not be eligible to continue to receive financial aid, depending upon the conditions of financial aid eligibility.

### Appeals Process for Academic Standing/ Probation/Dismissal

A student may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the student, the department chairperson and the student's academic advisor.

### Transfer to Four-Year Colleges and Universities

The associate in arts (A.A.) or associate in science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer program is designed to provide a quality educational experience

equivalent to the first two years of a four-year college program. Students who have earned the degree of A.A. or A.S. can transfer to most public and private four-year institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information, visit the University of North Carolina system Web site: [http://www.ga.unc.edu/student\\_info/caa](http://www.ga.unc.edu/student_info/caa).

The college transfer program enables students to prepare for virtually any area of major interest and requires a minimum of four semesters.

Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. Counseling and Career Services maintains copies of all college transfer agreements for student review.

Technical-level credit earned in the associate in applied science (A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit is not transferrable to four-year institutions.

The college has two-plus-two A.A.S. agreements with local colleges and universities. Students should inquire in Counseling and Career Services for information regarding these opportunities for transfer of credit to four-year institutions.

Counseling and Career Services maintains a list of four-year colleges and universities that currently accept some or all of the credit earned in the credit programs at Forsyth Tech. However, it is the responsibility of the student to contact the Admissions Office at the receiving institution for transfer information.

## Tuition and Fees for Credit Students

All tuition and fees are due and payable at the Cashier's Office. Payment deadlines are printed on the bottom of the registration forms. The following methods of payment are available:

1. In person at the Cashier's Office (2<sup>nd</sup> Floor), Allman Center, Main Campus
2. Drop box located outside of the Cashier's

Office (2<sup>nd</sup> Floor), Allman Center, Main Campus

3. Our Web site: <http://www.forsythtech.edu> [payment by VISA and MasterCard (credit/debit cards) only]
4. Telephone registration

Note: Methods 2, 3 and 4 may be subject to limited operation times during registration.

Students may pay by cash, certified checks, cashier's checks or VISA and MasterCard (credit/debit cards). Personal checks will be accepted only with a numbered ID that has a picture of the student (usually a valid driver's license). Third-party, out-of-state, business, starter, counter or credit card/debit checks will not be accepted.

No person may attend classes unless the registration procedure has been completed, all tuition and fees paid and all debts to the college settled. Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 16 credit hours.

Example:

Hours taken	In-State	Out-of-State
10	\$380	\$2,110
12	\$456	\$2,532
14	\$532	\$2,954
16+	\$608	\$3,376

Normal tuition rates apply to courses taken in the Learning Center. Supply fees are set to meet instructional needs in certain types of courses. Some programs (credit) require a pre-admission physical examination that involves additional cost to the student.

### North Carolina Residency Status

Under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

All applicants who are petitioning for in-state residency must complete a Residency-and-Tuition Status Application Form for further consideration and appeal. This form is available in the Admissions or Records Office (1<sup>st</sup> Floor), Allman Center, Main Campus.

## Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, except for self-supporting Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for credit courses.

### Student Activity Fee

All program students are charged \$9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic and student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog.

### Lab Fees

Some selected courses charge a lab fee for supplies, software and materials. These fees range from \$12 to \$65.

### Technology Fee

All program students are required to pay a technology fee each semester/term. The fee is \$10 for students enrolled in one to 11 credit hours and \$16 for students enrolled in 12 or more credit hours.

### Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore (lower level), Snyder Hall, Main Campus. The cost of books and supplies varies from program to program each semester. Students may wish to attend the first class before purchasing texts and materials. Purchase books online at [www.forsythtech.edu/students/bookstore.html](http://www.forsythtech.edu/students/bookstore.html).

### Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for certain programs. Students should ask their department chairperson for details on these costs.

### Other Fees

No laboratory breakage or property damage fees will be charged to students. However, in case of



## 2005

Friday

## Saturday

[illegible]



(Other Fees continued.)

breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

### Graduation Fee

Graduating students pay a \$10 fee for each degree, diploma and/or certificate. A \$10 non-refundable fee will also be charged to adult high school graduates.

### Transcript Fee

A \$2 fee is charged for each official transcript requested.

### Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period. A

#### **Request for Proficiency Exam Form**

[located in the dean's office(s)] must be completed and a \$10 non-refundable fee is charged for each proficiency exam.

### Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office (2<sup>nd</sup> Floor), Allman Center, Main Campus.

Students planning to park on campus are required to purchase a \$10 parking permit/decal at the time of registration. This fee is not refundable. Parking permits are valid from July 1 to August 31 the following year. Specific rules governing parking are issued with each vehicle registration and may also be found in the current issue of the Student Handbook.

## Student Financial Services

### General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational

expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs and loans. Students who realize they will not be able to meet college expenses should take the early initiative in seeking financial assistance.

Students may apply for financial aid annually by completing the **Free Application for Federal**

**Student Aid (FAFSA)**, which is available after January 1 of each year for the following academic year. Information and applications may be

obtained from Student Financial Services (1<sup>st</sup> Floor), Allman Center, Main Campus. About three weeks after submitting the application either by mail or online, students will receive a Student Aid Report (SAR) from the federal processor. On the application, students must list Forsyth Tech as the institution they plan to attend so that the college will also receive a copy of the SAR. At that time, Student Financial Services will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than May 1 preceding the academic year for which aid is requested. Applications submitted after May 1 will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid will not be awarded to any student until all admissions requirements are met for students to receive approval in an eligible program.

Most one- and two-year programs of study offered at the college are eligible for students to receive financial aid. Students enrolled in some certificate programs, the developmental education program or as special credit students are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for which to receive financial assistance.

### Refund Policy - Financial Aid

Students receiving financial aid are responsible for being familiar with the information found in the College Catalog regarding tuition refund guidelines. Also, students receiving federal financial aid are subject to the Return of Title IV Funds Policy, as described below.

## Student Services and Support Services

### Counseling and Career Services

Counseling and Career Services (1<sup>st</sup> Floor), Allman Center, Main Campus maintains a professional staff that is available both days and evenings to assist with academic, personal, career and employment issues. Assistance is provided to facilitate appropriate choices and necessary adjustments associated with being a student and making a successful transition into the work place.

Counselors serve as consultants to faculty and staff in helping to meet the educational needs of students. A student experiencing academic or personal difficulties may meet with a counselor. Students needing additional services may be referred to appropriate community agencies or resource persons.

The counseling staff adheres to the ethical standards of the American Counseling

Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others, if students disclose that they are involved in certain illegal activities or under subpoena by court.

Career exploration and planning assistance is provided to help individuals identify career goals. Group intake sessions evaluate the needs of participants using a variety of inventories to help explore interest areas. Follow-up appointments provide personalized information. In addition, occupational information is available to assist in exploration of career options. Other sources of helpful information in such areas as career/employment, mental health and educational planning are available under Counseling and Career Services at <http://www.forsythtech.edu>.

Students and graduates who register with Career Services have access to job listings received from Triad employers.

In addition, Career Services sponsors job fairs and provides the following employment assistance: help in writing resumes, cover letters and interview preparation. Handouts and resource materials on job search skills and job market information are available in the Career Services

Office. Instructions for writing a resume can be found under Counseling and Career Services Web pages at <http://www.forsythtech.edu>.

### Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Disability Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

If you are a student with a disability and require the services of interpreters, readers, notetakers or need other reasonable accommodations, you have the responsibility to request these services from the Disability Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in the Testing Center (1<sup>st</sup> Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Disability Services Office. Documentation must be current. Information provided by a student is voluntary, and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the director of Testing/Disability Services/ADA at (336) 734-7248. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment with the director of Testing/Disability Services/ADA is required to discuss individual accommodations.

Also, the college has a telecommunications device for the deaf (TDD/TTY). The number is (336) 723-3411.

### Shugart Women's Center at Forsyth Tech

#### Mission

The overall mission of the Shugart Women's Center (SWC) is to promote the educational,



## THINGS TO DO:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

		<b>1</b> Advising Week for Spring 2006 Continuing Students 8:30 a.m. - 7 p.m.	<b>2</b> Advising Week for Spring 2006 Continuing Students 8:30 a.m. - 7 p.m.	<b>3</b> Advising Week for Spring 2006 Continuing Students 8:30 a.m. - 7 p.m.	<b>4</b> Advising Week for Spring 2006 Continuing Students 8:30 a.m. - Noon	<b>5</b>
<b>6</b>	<b>7</b> Block Registration for Spring 2006 Continuing Students in Designated Programs of Study	<b>8</b> Block Registration for Spring 2006 Continuing Students in Designated Programs of Study	<b>9</b> Telephone Registration for Spring 2006 Continuing Students Begins at 8 a.m.	<b>10</b> Telephone Registration for Spring 2006 Continuing Students	<b>11</b> Telephone Registration for Spring 2006 Continuing Students	<b>12</b> Telephone Registration for Spring 2006 Continuing Students
<b>13</b> Telephone Registration for Spring 2006 Continuing Students	<b>14</b> Registration for Spring 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2006 Continuing Students SGC Meeting at 3 p.m.	<b>15</b> Registration for Spring 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2006 Continuing Students	<b>16</b> <i>Kidney Stone</i> Registration for Spring 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2006 Continuing Students	<b>17</b> Registration for Spring 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Spring 2006 Continuing Students	<b>18</b> Telephone Registration for Spring 2006 Continuing Students	<b>19</b> Telephone Registration for Spring 2006 Continuing Students
<b>20</b> Telephone Registration for Spring 2006 Continuing Students	<b>21</b> Telephone Registration for Spring 2006 Continuing Students	<b>22</b> Telephone Registration for Spring 2006 Continuing Students	<b>23</b> Faculty Work Day NO CLASSES Telephone Registration for Spring 2006 Continuing Students	<b>24</b> Thanksgiving Holiday NO CLASSES Telephone Registration for Spring 2006 Continuing Students	<b>25</b> Thanksgiving Holiday NO CLASSES Telephone Registration for Spring 2006 Continuing Students	<b>26</b> NO SATURDAY CLASSES Telephone Registration for Spring 2006 Continuing Students
<b>27</b> Telephone Registration for Spring 2006 Continuing Students	<b>28</b> Telephone Registration for Spring 2006 Continuing Students SGC Meeting at 3 p.m.	<b>29</b> Telephone Registration for Spring 2006 Continuing Students Ends at Noon (Resumes Dec. 1)	<b>30</b>			



(Shugart Women's Center Mission continued.)

personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes.

### About the Center

Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as faculty and staff. The center addresses many issues including educational awareness, economic wisdom, intervention and prevention, and student family support services. Our comfortable lounge, library resource area, administrative staff and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs that are offered through the center include:

- **Counseling and Referrals** - The director of the SWC is available to provide counseling and referrals based on individual needs. Information gathered during counseling or referrals remains confidential. One of the most critical objectives of this service is to match the individual with the appropriate agency or organization that will suit his or her need. The SWC also has a collection of brochures and information about community agencies and programs. Some organizations that collaborate with the SWC to provide counseling or other services are:
  - Battered Women's Services
  - Department of Public Health
  - Department of Social Services (DSS)
  - Experiment in Self-Reliance (ESR)
  - Family Services, Inc.
  - Forsyth Tech (various departmental services)
  - Hope Ridge Behavioral Health Center
  - Housing Authority of Winston-Salem
  - Job Link
  - North Carolina Council for Women
  - Winston-Salem/Forsyth County Council on the Status of Women
- **Library** - The SWC houses a substantial collection of more than 550 donated books, tapes and magazines. Materials in the library may be checked out by students and staff. The comfortable lounge area is available for students to study, or just relax. The area may also be utilized for small group meetings. A computer with Internet access is also available for students needing to complete assignments or do research.

- **Workshops and Displays** - Workshops are scheduled by the SWC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students face at work, home and school. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty and staff of Forsyth Tech.
- **Enhancement Center** - The Enhancement Center is stocked with casual and professional clothing for female students in need. Items are donated by individuals and organizations. Clothes distributions are done throughout the year.

For more information about this program, contact the Shugart Women's Center (2<sup>nd</sup> floor), Hauser Hall, Main Campus at (336) 734-7280.

### Library

The Library's collection includes more than 39,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, the student will not be permitted to register and the student's record will be sealed. Members of the library staff are always available to help students locate and use the library resources. Internet access and NCLive are available to library users.

Located on the 1<sup>st</sup> floor of Ardmore Hall, Main Campus, the library is open Monday through Thursday from 7:30 a.m. until 9 p.m. and on Friday from 7:30 a.m. until 3 p.m.; Saturday hours are from 9 a.m. to noon, except during the summer term.

### Learning Center

Located on the 1<sup>st</sup> floor of Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

**Tutoring Services** - Tutoring services offer several methods for helping students who are having academic difficulties. Tutoring is done one-on-one or in small group sessions two to three times a week by tutors, primarily fellow students, who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and

science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills. The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

**Computers for Writing Papers** - The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

An additional computer lab, located in Room 246, Hauser Hall, Main Campus is available providing support to the students of the Business Information Technologies Division. For more information on the Business Information Technology lab call (336) 734-7571.

**Placement Test Preparation** - Most people entering Forsyth Tech are required to take the placement test. To help these future students, the Learning Center offers worksheets, practice tests and tips on test taking. This service is especially helpful for people returning to school after a long absence.

**Services for Instructors** - The Learning Center has several services for instructors. The center can administer make-up tests for instructors whose students miss a test; it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act (ADA).

### Bookstore

Forsyth Tech operates two college bookstores as a service to students, faculty and staff. The Main Campus Bookstore (lower level), Snyder Hall offers a full line of traditional college store merchandise, including textbooks, school supplies and other course-related material, plus first-quality backpacks, emblematic apparel. Forsyth Tech gift items and educationally priced computer software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate and continuing education, adult basic skills, English as a second language and other West Campus programs.

The Bookstore stocks as many used texts as possible at the beginning of each semester, and students have the opportunity to sell their used books at the end of each semester. With receipt, credit students may receive full refunds for course books during the first 10 class days only. Corporate & Continuing Education textbooks may be returned, with receipt, for full refunds prior to the first day of class.

Hours of operation of the two college bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech bookstore Web site:

<http://www.forsythtech.edu/students/bookstore.html>

**Book Return Policy**

- Last day of returns: 10<sup>th</sup> class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.
- New books with names written inside will be refunded at used book price, even if the course is canceled.

### Health Services

Limited health services are provided through the Public Safety Office. First aid supplies are located in shop areas; however, injuries requiring more than minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

### Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an emergency. Emergency calls should be directed to Counseling and Career Services, Public Safety Office or appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

The policy of Forsyth Tech is not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Educational Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.



## THINGS TO DO:

							<b>1</b>	Telephone Registration for Spring 2006 Continuing Students Resumes at 8 a.m.	<b>2</b>	Telephone Registration for Spring 2006 Continuing Students	<b>3</b>	Telephone Registration for Spring 2006 Continuing Students	
<b>4</b>	Telephone Registration	<b>5</b>	<i>D'Pence</i> Last Day to Drop Without Penalty for Full Semester Telephone Registration for Spring 2006 Continuing Students	<b>6</b>	Last Day to Drop Without Penalty for 2 <sup>nd</sup> 8-Week Classes Telephone Registration for Spring 2006 Continuing Students	<b>7</b>	Telephone Registration for Spring 2006 Continuing Students	<b>8</b>	Telephone Registration for Spring 2006 Continuing Students	<b>9</b>	Telephone Registration for Spring 2006 Continuing Students	<b>10</b>	Telephone Registration for Spring 2006 Continuing Students
<b>11</b>	Telephone Registration for Spring 2006 Continuing Students	<b>12</b>	<i>Bledsoe Day</i> Telephone Registration for Spring 2006 Continuing Students Ends at Noon SGC Meeting at 3 p.m.	<b>13</b>		<b>14</b>		<b>15</b>	Payment Deadline Noon	<b>16</b>		<b>17</b>	
<b>18</b>		<b>19</b>	Last Day of Fall 2005 Classes	<b>20</b>	Grade Posting Faculty Work Day NO CLASSES	<b>21</b>	Faculty Work Day NO CLASSES	<b>22</b>	Winter Holiday NO CLASSES	<b>23</b>	Winter Holiday NO CLASSES	<b>24</b>	Winter Holiday NO SATURDAY CLASSES
<b>25</b>		<b>26</b>	Winter Holiday NO CLASSES	<b>27</b>	Winter Holiday NO CLASSES	<b>28</b>	Winter Holiday NO CLASSES	<b>29</b>	Winter Holiday NO CLASSES	<b>30</b>	Winter Holiday NO CLASSES	<b>31</b>	



Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population, and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops and auditoriums.
- Animals are prohibited inside the buildings (except for seeing eye dogs for the visually impaired). Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law (City Code Ordinance chapter 6-16 Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas or on campus grounds.

Student Code of Conduct

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to

every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of student development services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation

of charges, evidence for charges, the right of confrontation by the questioning of witnesses and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, wilfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, wilfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury,

verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property, House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use,



## THINGS TO DO:

**Sunday**

Monday

**Tuesday**

Wednesday

Thursday

Friday

## Saturday

<b>1</b>	<b>2</b> New Year's Holiday NO CLASSES	<b>3</b> Faculty Work Day	<b>4</b> Faculty Work Day	<b>5</b> Faculty Work Day	<b>6</b> Faculty Work Day	<b>7</b> Late Registration for Spring 2006 8:30 a.m. - Noon
<b>8</b>	<b>9</b> Late Registration for Spring 2006 8:30 a.m. - 7 p.m.	<b>10</b> Late Registration for Spring 2006 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m. Last Day to Apply for 100% Tuition Refund	<b>11</b> First Day of Spring 2006 Classes Drop/Add 8:30 a.m. - 7 p.m.	<b>12</b> Drop/Add 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m.	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> Martin Luther King Holiday NO CLASSES	<b>17</b> Last Day to Apply for 75% Tuition Refund for 1 <sup>st</sup> 8-Week Classes	<b>18</b> Martin Luther King Jr. Celebration 11 a.m. - 1 p.m.	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> Last Day to Apply for 75% Tuition Refund for Full Semester SGC Meeting at 3 p.m.	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				



transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

#### **Rule 8. Classroom and Campus Activities**

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

#### **Rule 9. Academic Dishonesty, Cheating, Forgery and Related Offenses**

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

#### **Rule 10. State and Federal Laws**

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

#### **Rule 11. Student Attire Code**

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

#### **Rule 12. Involuntary Psychological or Psychiatric Withdrawal**

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition

of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

#### **Rule 13. Children in Classrooms or Shop Areas**

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in canteen areas or on campus grounds.

#### **Rule 14. Roller Skating, Roller Blading and Skateboarding**

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other college property.

### **Violation of the Code of Conduct**

The following are the degrees of disciplinary action that may be taken as a result of violation of the student code of conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- D. Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of program

development for consideration for re-admission.

**G. Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

### **Sexual Harassment Policy**

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student



## 2006

## THINGS TO DO:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Deadline to file Intent-to-Graduate for Commencement	4
5	6	7	8	9	10	11
12	13 SGC Meeting at 3 p.m.	14	15	16	17	18
19	20	21	22	23 Last Day to Drop Without Penalty for 1 <sup>st</sup> 8-Week Classes	24	25
26	27 SGC Meeting at 3 p.m.	28				



(Sexual Harassment Policy continued.)

Development Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

## Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

## Disciplinary Procedures

### A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the vice president of Student Development Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the

counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the vice president of Student Development Services. The vice president of Instructional Services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

### B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the vice president of Student Development Services, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of Student Development Services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

## Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of student development services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of Student Development Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of Student Development Services.
5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

## Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not

be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Development Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Development Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

## Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions.

Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Last Day of Classes for 1 <sup>st</sup> 8-Week Classes Registration AND Last Day to Apply for 100% Tuition Refund for 2 <sup>nd</sup> 8-Week Classes	9 First Day of Classes for 2 <sup>nd</sup> 8-Week Classes	10	11
12	13 SGC Meeting at 3 p.m.	14 Last Day to Apply for 75% Tuition Refund for 2 <sup>nd</sup> 8-Week Classes	15	16	17	18
19	20	21	22	23	24	25
26	27 Advising Week for Summer 2006 Continuing Students 8:30 a.m. - 7 p.m. SGC Meeting at 3 p.m.	28 Advising Week for Summer 2006 Continuing Students 8:30 a.m. - 7 p.m.	29 Advising Week for Summer 2006 Continuing Students 8:30 a.m. - 7 p.m.	30 Advising Week for Summer 2006 Continuing Students 8:30 a.m. - 7 p.m.	31 Advising Week for Summer 2006 Continuing Students 8:30 a.m. - Noon	



(Drug-Free Student Policy continued.)

other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling and Career Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, Counseling and Career Services, instructors and other community resources to guide educational program development for students.

## Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension 7325 from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number. Upon receipt of a call, a public safety officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department may be contacted for assistance. Other staff of the college, such as the vice

president of Student Development Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn public safety officer is on duty at all times regular classes are in session.

## Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

## Student Life

### Student Government Association (SGA)

The Student Government Association is composed of all current Forsyth Tech students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

### Student Government Council

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find

themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make positive personal changes without fear of criticism.

The SGC, with the Student Activities staff, manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, Martin Luther King Jr. Celebration, blood drives, leadership workshops and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or do advertising, student publications and other public information duties.

The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a nonvoting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences

approximately twice a year. During the conferences, students meet student leaders from community colleges across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

### Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the Student Government Council (SGC). Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. Ambassadors have the opportunity to lead such events as the Angel Tree Project and many other service projects for the benefit of the college and community.

## Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council (SGC). This program allows students to have a tangible record of these efforts, which also indicates to the entire institution the work that is being done by members of the SGC. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager and Ronald McNair.

## Membership Requirements

If you are interested in one of the student government programs, you must:

1. Maintain your cumulative grade point average (GPA).
  - Ambassadors are required to maintain a 3.0 GPA.
  - Student Government Council members must maintain a 2.5 GPA.
2. Register for the correct number of credit hours.
  - Student Government Council members must be registered for at least three credit hours per semester.
  - Ambassadors must be registered for at least six credit hours per semester.
3. Complete a Student Government Council Application, which can be obtained in Student Activities Office, Room 150 (1<sup>st</sup> floor), Allman Center, Main Campus.
  - Ambassadors must have the application signed by a faculty or staff member.
4. Submit the application.
  - Take your application to Student Activities Office, Room 150 (1<sup>st</sup> floor), Allman Center, Main Campus or mail it to: Student Activities Center, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, N.C. 27103-5197.



THINGS TO DO:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

						<b>1</b>
<b>2</b>	<b>3</b> Block Registration for Summer 2006 Continuing Students in Designated Programs of Study	<b>4</b> Block Registration for Summer 2006 Continuing Students in Designated Programs of Study	<b>5</b> Telephone Registration for Summer 2006 Continuing Students Begins at 8 a.m.	<b>6</b> Telephone Registration for Summer 2006 Continuing Students	<b>7</b> Telephone Registration for Summer 2006 Continuing Students	<b>8</b> Telephone Registration for Summer 2006 Continuing Students
<b>9</b> Telephone Registration for Summer 2006 Continuing Students	<b>10</b> Registration for Summer 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Summer 2006 Continuing Students SGC Meeting at 3 p.m.	<b>11</b> Registration for Summer 2006 New and Continuing Students 8:30 a.m. - 7 p.m. Telephone Registration for Summer 2006 Continuing Students	<b>12</b> Spring Break Faculty Work Day NO CLASSES Telephone Registration for Summer 2006 Continuing Students	<b>13</b> Spring Break Faculty Work Day NO CLASSES Telephone Registration for Summer 2006 Continuing Students	<b>14</b> Easter Holiday NO CLASSES Telephone Registration for Summer 2006 Continuing Students	<b>15</b> NO SATURDAY CLASSES Telephone Registration for Summer 2006 Continuing Students
<b>16</b> Telephone Registration for Summer 2006 Continuing Students	<b>17</b> Telephone Registration for Summer 2006 Continuing Students	<b>18</b> Telephone Registration for Summer 2006 Continuing Students	<b>19</b> Telephone Registration for Summer 2006 Continuing Students	<b>20</b> Telephone Registration for Summer 2006 Continuing Students	<b>21</b> Telephone Registration for Summer 2006 Continuing Students Spring Fling 11 a.m. - 2 p.m.	<b>22</b> Telephone Registration for Summer 2006 Continuing Students
<b>23</b> Telephone Registration for Summer 2006 Continuing Students	<b>24</b> Telephone Registration for Summer 2006 Continuing Students SGC Meeting at 3 p.m.	<b>25</b> Last Day to Drop Without Penalty for 2 <sup>nd</sup> 8-Week Classes Telephone Registration for Summer 2006 Continuing Students	<b>26</b> Last Day to Drop Without Penalty for Full Semester Telephone Registration for Summer 2006 Continuing Students	<b>27</b> Telephone Registration for Summer 2006 Continuing Students Ends at Noon	<b>28</b>	<b>29</b>
<b>30</b> Telephone Registration for Summer 2006 Continuing Students						



## Interview Process

Students who apply for a position in the SGC must undergo an interview process. The program's advisor or a SGC representative will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation program can be obtained from the student government advisor.

## Student Activities and Athletics

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional and cultural involvement, as well as academics. Students are invited to come by Student Activities (1<sup>st</sup> Floor), Room 150, Allman Center, Main Campus, to find out more about what Forsyth Tech has to offer outside the classroom.

All credit students pay the student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

1. Graduation expenses are partially covered. It costs over \$25 per student to hold a graduation ceremony. Currently, students pay a graduation fee of \$10 for each diploma received.
2. Student activities and entertainment such as the Fall Festival, Spring Fling, Martin Luther King Jr. Celebration and Night Student Appreciation are free to students.
3. Student publications such as the **Student Handbook** and the student newsletter **Technically Speaking** are available to all students.

The student newsletter, **Technically Speaking**, is published monthly. Students can become involved in writing, photography, editing, desktop publishing, ad solicitation and paper distribution. A student who is interested in becoming a newsletter staff member or a freelance contributor to the publication should contact the Student Activities Office.

The purpose of the student newsletter is for students to prepare and organize a publication that benefits other students. The responsibility of the institution is to provide guidance to the students and funding for the printing of the newsletter. An English instructor serves as the advisor of the paper. Funding comes from the student activities budget. All student communications shall explicitly state that the opinions expressed are not necessarily those of the college or of its students.

4. Athletic teams participate in men's basketball, coed cheerleading and women's volleyball with other community colleges. Equipment and registration fees are paid out of the student activity fee budget. Golf tournaments, bowling leagues and ice skating are also offered every year to students at a greatly reduced price.

5. All Student Government Association expenses are paid out of student activity fee funds. Expenses include the student activities director's and secretary's salaries, supplies and materials for the Student Activities Office and all SGA printing expenses.

6. Attendance at SGC conferences is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

If you have questions regarding student organizations, please contact the Student Activities Office.





1	Payment Deadline Noon	2	3	4	5	6
7	8 Last Day of Spring 2006 Classes SGC Meeting at 3 p.m.	9 Grade Posting Faculty Work Day NO CLASSES	10 Faculty Work Day NO CLASSES	11 Commencement Faculty Work Day NO CLASSES	12 Faculty Work Day NO CLASSES	13
14	15 Late Registration for Summer 2006 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m. Last Day to Apply for 100% Tuition Refund	16 First Day of Summer 2006 Classes Drop/Add for Summer 2006 8:30 a.m. - 7 p.m.	17 Drop/Add for Summer 2006 8:30 a.m. - 7 p.m. Payment Deadline 7 p.m.	18 Last Day to Apply for 75% Tuition Refund for 1 <sup>st</sup> 5-Week Classes	19	20
21	22 Last Day to Apply for 75% Tuition Refund for Full Term	23	24	25	26	27
28	29 Memorial Day Holiday NO CLASSES	30	31			



# Constitution

## Forsyth Technical Community College Student Government Association

### Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this constitution with the approval of the president of Forsyth Technical Community College.

### Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

### Article II: Objectives

- Section 1. To encourage an interest in our campus, college activities, and student body concerns.
- Section 2. To promote a mutual respect among the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAS, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAS.

### Article III: Composition

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC interview committee, SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

- Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee

#### Section 2.

Representatives shall maintain at least a 2.5 grade point average.

#### Section 3.

A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

#### Section 4.

Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

#### Section 5.

The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

#### Section 6.

The SAS shall be the senior advisor to the SGC.

### Article IV: Meetings

#### Section 1.

The SGC will meet with the SAS on a bimonthly basis.

#### Section 2.

By majority vote, the SGC may elect to become inactive during summer term.

#### Section 3.

Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.

#### Section 4.

The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.

#### Section 5.

A two-thirds majority of the active membership shall constitute a quorum.

#### Section 6.

A majority of one passes a vote. The president shall vote only to break a tie.

#### Section 7.

Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC president and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

#### Section 8.

Motions passed by the SGC shall be subject to review and remand by the SAS.

### Article V: Duties

#### Section 1.

The president shall:

- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College board of trustees, and attend all board meetings

and as many committee meetings as possible. No delegate may be sent in the president's place.

- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.

- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.

- E. Represent the SGC in all relations with school officials and with other institutions.

- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

#### Section 2.

The vice president shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.

- B. Assume the duties of the president should the president resign.

- C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.

- D. Assist in all other areas as requested by the president.

#### Section 3.

The secretary shall:

- A. Maintain and distribute the minutes of all meetings of the SGC.

- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.

- C. Coordinate all incoming and outgoing correspondence.

- D. Be responsible for reminding all representatives of meetings.

- E. Assist in all other areas as requested by the president.

#### Section 4.

The treasurer shall:

- A. Maintain the financial reports of the SGC.

- B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.

- C. Submit a financial report at all regular meetings of the SGC.

- D. Serve as chairperson of the budget committee.

- E. Assist in all other areas as requested by the president.

#### Section 5.

The public information officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.

- B. Serve as liaison to the Technically Speaking staff.

- C. Serve as chairperson on the poster and publicity committee.

- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.

- E. Assist in all other areas as requested by the president.

#### Section 6.

The parliamentarian shall:

- A. Guide the SGC in matters of parliamentary procedure.

- B. Shall advise the president in matters regarding the SGC constitution.

- C. Shall be available to any club or other organization on campus for instruction on parliamentary procedure.

- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.

- E. Shall chair the SGC interview committee

#### Section 7.

All representatives, including those holding office, shall:

- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.

- B. Participate in at least 75 percent of all SGC projects and activities.

- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.

- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.

- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a review committee. (See Article X, Section 4.)

- F. Be subject to one semesters probation for dropping below GPA requirements.

## Article VI: Committees

#### Section 1.

Standing committees shall include:



THINGS TO DO:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

					1	2	3
4	5	6	7	8	9	10	
11	12 SGC Meeting at 3 p.m.	13 Last Day to Drop Without Penalty for 1 <sup>st</sup> 5-Week Classes	14	15	16	17	
18	19	20 Last Day of Classes for the 1 <sup>st</sup> 5-Week Classes Registration AND Last Day to Apply for 100% Tuition Refund for 2 <sup>nd</sup> 5-Week Classes	21 First Day of Classes for 2 <sup>nd</sup> 5-Week Classes	22	23 Last Day to Apply for 75% Tuition Refund for 2 <sup>nd</sup> 5-Week Classes	24	
25	26 Advising Week for Fall 2006 Continuing Students 8:30 a.m. - 7 p.m. SGC Meeting at 3 p.m.	27 Advising Week for Fall 2006 Continuing Students 8:30 a.m. - 7 p.m.	28 Advising Week for Fall 2006 Continuing Students 8:30 a.m. - 7 p.m.	29 Advising Week for Fall 2006 Continuing Students 8:30 a.m. - 7 p.m.	30 Advising Week for Fall 2006 Continuing Students 8:30 a.m. - Noon		



(Article VI: Committees continued.)

- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. interview committee, and
- E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:

- A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:

- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex-officio member of all committees.)

### Article VII: Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

### Article VIII: Alpha Mu Beta Fraternity

Alpha Mu Beta (AMB) Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

### Article IX: Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAS.

Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

### Article X: Impeachment

Section 1. A representative is eligible for

impeachment by committing any one or combination of the following:

- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
- B. Does not perform the duties as assigned in the constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by Forsyth Tech.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninvolved officer or representative.

Section 3. The SAS and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the review committee.

Section 4. The review committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the review committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The review committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held

as follows:

- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

### Article XI: Amendments

Amendments to this constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

### Article XII: By-Laws

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

**For more information about joining the Forsyth Technical Community College Student Government Council  
(see page 25), call (336) 734-7326 or (336) 734-7509 or e-mail [ewaddell@forsythtech.edu](mailto:ewaddell@forsythtech.edu).**



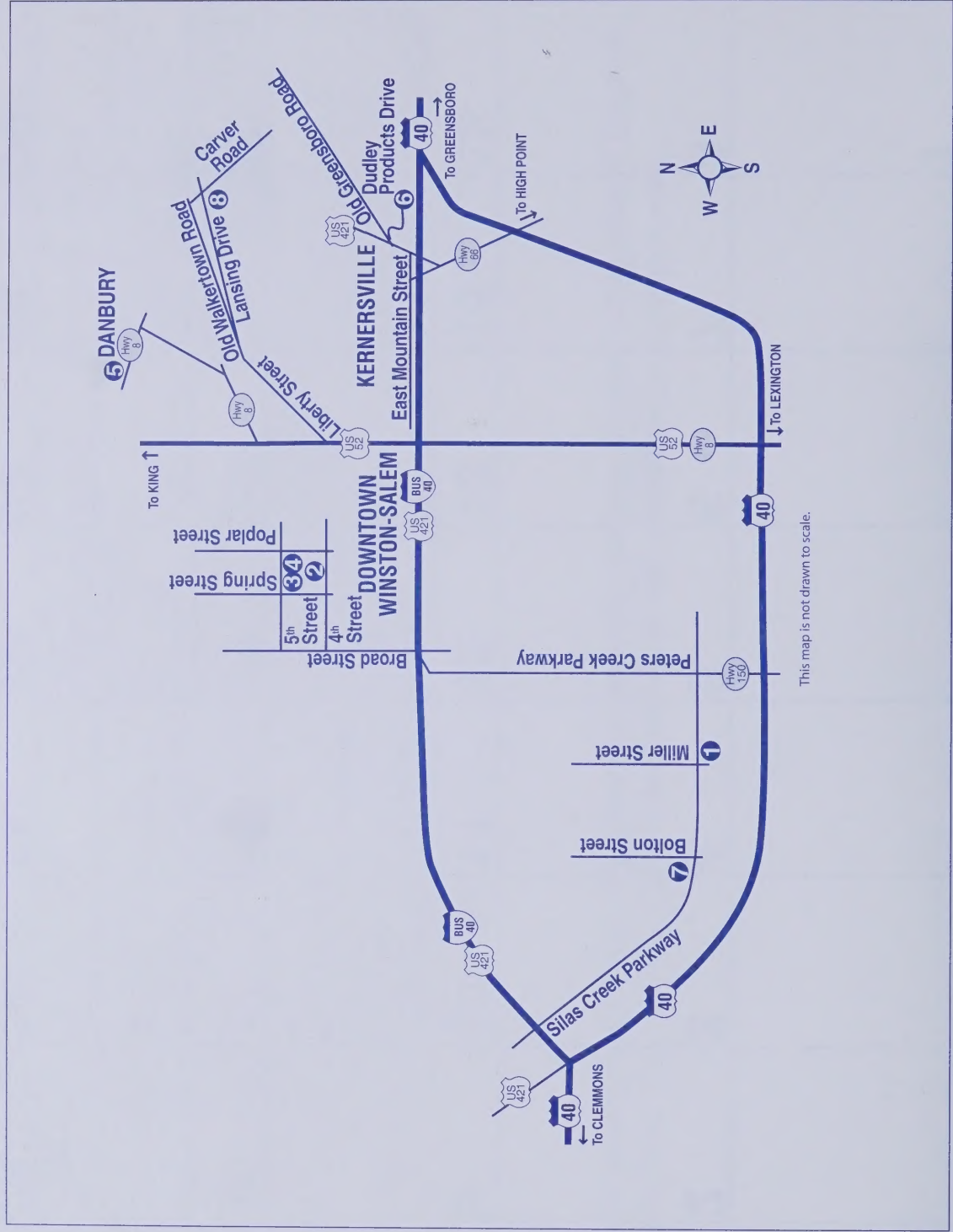
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> Independence Day Holiday NO CLASSES	<b>5</b> Block Registration for Fall 2006 Continuing Students	<b>6</b> Block Registration for Fall 2006 Continuing Students	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Telephone Registration for Fall 2006 Continuing Students Begins at 8 a.m. SGC Meeting at 3 p.m.	<b>11</b> Last Day to Drop Without Penalty for Full Term Telephone Registration	<b>12</b> Telephone Registration	<b>13</b> Telephone Registration	<b>14</b> Telephone Registration Summer Splash 11 a.m. - 2 p.m.	<b>15</b> Telephone Registration
<b>16</b> Telephone Registration	<b>17</b> Registration for New and Continuing Fall 2006 Students 8:30 a.m. - 7 p.m. Telephone Registration	<b>18</b> Registration for New and Continuing Fall 2006 Students 8:30 a.m. - 7 p.m. Telephone Registration	<b>19</b> Registration for New and Continuing Fall 2006 Students 8:30 a.m. - 7 p.m. Telephone Registration Last Day to Drop Without Penalty for 2 <sup>nd</sup> 5-Week Classes	<b>20</b> Registration for New and Continuing Fall 2006 Students 8:30 a.m. - 7 p.m. Telephone Registration	<b>21</b> Telephone Registration	<b>22</b> Telephone Registration
<b>23</b> Telephone Registration	<b>24</b> Telephone Registration SGA Meeting 3 p.m. Annual Leave Period - Faculty Work Day NO CLASSES	<b>25</b> Telephone Registration	<b>26</b> Last Day of Summer 2006 Classes Telephone Registration	<b>27</b> Grade Posting Telephone Registration NO CLASSES	<b>28</b> Telephone Registration for Fall 2006 Ends at Noon (Resumes Aug. 1) NO CLASSES	<b>29</b>
<b>30</b>	<b>31</b>					



# Forsyth Technical Community College

## Campus and Center Locations

- Main Campus**  
 2100 Silas Creek Parkway  
 Winston-Salem, N.C. 27103  
 (336) 723-0371  
 (Mailing address for all locations)
- 4<sup>th</sup> Street Small Business Center**  
 Chamber Building  
 601 West 4<sup>th</sup> Street  
 Winston-Salem, N.C.  
 (336) 631-1320
- 5<sup>th</sup> Street Library Center**  
 Forsyth County Public Library  
 660 West 5<sup>th</sup> Street  
 Winston-Salem, N.C.  
 (336) 631-1325
- Forsyth Tech Hispanic Center**  
 Forsyth County Public Library  
 660 West 5<sup>th</sup> Street  
 Winston-Salem, N.C.  
 \* (336) 631-1326  
 Se habla español.
- Stokes County Center**  
 1012 Main Street  
 Danbury, N.C.  
 (336) 593-2482
- Grady P. Swisher Center**  
 1251 Dudley Products Drive  
 Kernersville, N.C.  
 (336) 734-7903
- West Campus**  
 1300 Bolton Street  
 Winston-Salem, N.C.  
 (336) 761-1002
- Mazie S. Woodruff Center**  
 4905 Lansing Drive  
 Winston-Salem, N.C.  
 (336) 734-7950

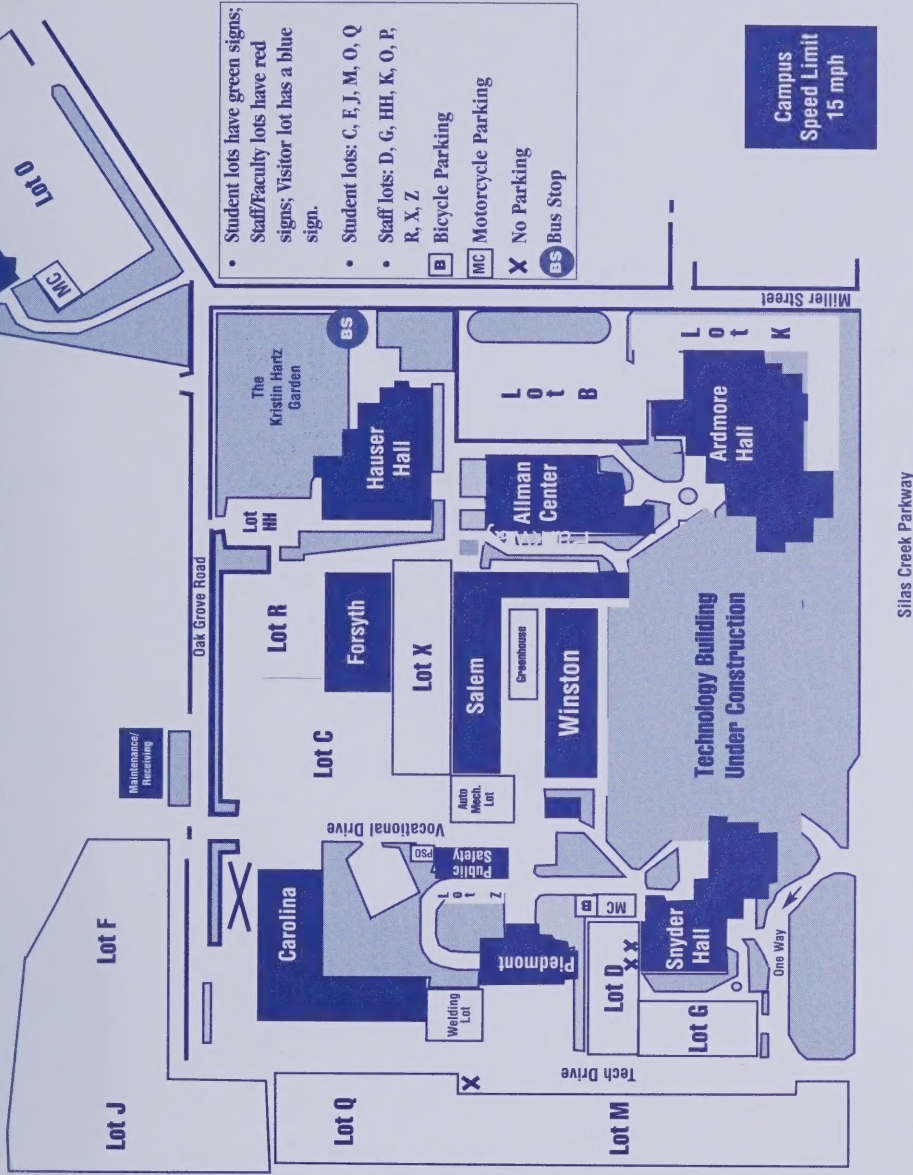




# Forsyth Technical Community College

Main Campus  
2100 Silas Creek Parkway  
Winston-Salem, N.C. 27103

## ForsythTech Main Campus



- Student lots have green signs; Staff/Faculty lots have red signs; Visitor lot has a blue sign.
- Student lots: C, E, J, M, O, Q
- Staff lots: D, G, HH, K, O, P, R, X, Z
- Bicycle Parking
- Motorcycle Parking
- No Parking
- Bus Stop

Campus  
Speed Limit  
15 mph

- Salem Building**
  - Classrooms/Shops
- Snyder Hall**
  - Bookstore
  - Classrooms/Labs
  - Faculty/Staff Service Center
  - Research and Assessment Office
- Winston Building**
  - Classrooms/Shops
  - Engineering Technologies Division Office

- Maintenance/Receiving Building**
  - Physical Plant
  - Shipping and Receiving
- Parkway Building**
  - Classroom/Lab
- Piedmont Building**
  - Classroom/Shops

- Greene Hall**
  - Classrooms/Labs
  - Health Technologies Division Office
- Hauser Hall**
  - Business Information Technologies Division Office
  - Classrooms/Labs
  - Shugart Women's Center at Forsyth Tech
  - Thomas H. Davis ITEC Center
  - Tiger's Grill (Cafeteria)

- Allman Center**
  - Admissions Office
  - Alumni Affairs & Special Events Office
  - Arts and Sciences Division Office
  - Business Office
  - Career Guidance Center
  - Cashier's Office
  - Classrooms/Labs
  - Counseling and Career Services
  - Disability Services
  - Educational Partnerships
  - Forsyth Tech Foundation
  - Grants Office
  - Human Resources Office
  - Information Desk
  - Information Systems Office
  - Institutional Advancement Office
  - Institutional Planning and Support Services Offices
  - Instructional Services Office
  - James A. Rousseau II Minority Male Mentoring Program
  - Marketing & Public Relations Office
  - President's Office
  - Purchasing Office
  - Records Office
  - Recruiting/Minority Services Office
  - Student Activities Center
  - Student Financial Services
  - Student Government Council Office
  - Testing Center

- Ardmore Hall**
  - Audiovisual Services
  - Auditorium A & B
  - Classrooms
  - Development Education Office
  - Directed Studies Center
  - Distance Learning Center
  - Learning Center
  - Library

- Carolina Annex**
  - Environmental Services Office
  - Public Safety Office
- Carolina Building**
  - Classrooms/Shops
- Forsyth Building**
  - Classrooms/Shops



You are invited to join the Forsyth Technical Community College's Student Government Council, student organizations, student leadership, and sports teams. For more information call Eddie Waddell at (336) 734-7326 or Daisy Cutler at (336) 734-7509.

<b>Student Organizations</b>		<b>Advisor</b>	<b>Phone</b>	<b>E-mail</b>
Architectural Technology Club	.....	Herb Burns	(336) 734-7342	hburns@forsythtech.edu
Association of Information Technology Professionals (AITP)	.....	Mardi White	(336) 734-7199	mwhite@forsythtech.edu
Campus Bible Fellowship	.....	Sherraine McLean	(336) 734-7242	smclean@forsythtech.edu
Distance Learning Club	.....	Bill Burger	(336) 734-7311	bburger@forsythtech.edu
Future Advocates for Children of Tomorrow (FACT)	.....	Gwen Walter	(336) 734-7967	gwalter@forsythtech.edu
Gospel Choir	.....	Sherraine McLean	(336) 734-7242	smclean@forsythtech.edu
Hispanic Student Association	.....	Pauline Morris	(336) 631-8878	pmorris@forsythtech.edu
Human Services Club	.....	Shawn Ricks	(336) 734-7958	sricks@forsythtech.edu
International Cultural Exchange Club (ICE)	.....	Joy Lester	(336) 734-7485	jlester@forsythtech.edu
Journalism Club	.....	Elane Hage	(336) 734-7459	ehage@forsythtech.edu
	.....	Michelle Williams	(336) 734-7455	mwilliams@forsythtech.edu
Paralegal Club	.....	Warren Hodges	(336) 7276	whodges@forsythtech.edu
Philosophical Society	.....	James Fortuna	(336) 734-7454	jfortuna@forsythtech.edu
	.....	Sylvia Haith	(336) 734-7396	shaith@forsythtech.edu
	.....	Fredrick Roundtree	(336) 734-7195	froundtree@forsythtech.edu
Sigma Theta Kappa (Criminal Justice Club)	.....	Kristie Baily	(336) 734-7908	kbaily@forsythtech.edu
	.....	Stormy Cross	(336) 734-7282	scross@forsythtech.edu
Student Nurses Association (SNA)	.....	Susan Baker	(336) 734-7420	sbaker@forsythtech.edu
	.....	Yolanda Hilton	(336) 734-7435	yhilton@forsythtech.edu
Student Practical Nursing Association	.....	Sharon Moore	(336) 734-7418	smoore@forsythtech.edu
	.....	Janice Wimbish	(336) 734-7417	jwimbish@forsythtech.edu
<b>Student Leadership</b>		<b>Advisor</b>	<b>Phone</b>	<b>E-mail</b>
Alpha Mu Beta	.....	Eddie Waddell	(336) 734-7326	ewaddell@forsythtech.edu
Flight Line Program	.....	Eddie Waddell	(336) 734-7326	ewaddell@forsythtech.edu
Phi Theta Kappa	.....	Jane Cline	(336) 734-7402	jcline@forsythtech.edu
	.....	Maryanna Richardson	(336) 734-7174	mrichards@forsythtech.edu
Student Government Association	.....	Eddie Waddell	(336) 734-7326	ewaddell@forsythtech.edu
Vocational-Technical Honor Society	.....	Laura Durham	(336) 734-7362	ldurham@forsythtech.edu
	.....	Darrell Hill	(336) 734-7313	dhill@forsythtech.edu
	.....	Derrick Reeves	(336) 734-7275	dreeves@forsythtech.edu
<b>Sports Teams/Recreation</b>		<b>Advisor/Coach</b>	<b>Phone</b>	<b>E-mail</b>
Bowling League	.....	Barry Lawing	(336) 734-7461	blawing@forsythtech.edu
Coed Cheerleaders	.....	Daisy Cutler	(336) 734-7509	dcutler@forsythtech.edu
Golf Tournaments	.....	Barry Lawing	(336) 734-7461	blawing@forsythtech.edu
Men's Basketball	.....	Eddie Waddell	(336) 734-7724	ewaddell@forsythtech.edu
Women's Volleyball	.....	Scott Spillman	(336) 734-7326	ewaddell@forsythtech.edu

## An Equal Opportunity Educational Institution

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's degrees, diplomas and certificates.

15,000 copies of this public document were printed with student activity funds by authority of the Student Government Association at a cost of \$7,689.07 or \$16 per copy.  
91237-506

